



WELLSPRING

MANOR & SPA

Summer 2025

About Wellspring Manor & Spa

An intimate, yet spacious 5-suite destination, Wellspring Manor & Spa is the ultimate in luxury, tranquility and service.

Nestled on a 7.35 acre estate in the heart of Prince George's County, Maryland, Wellspring is an oasis of peace, quiet, and renewal created for guests seeking a luxurious, relaxing, wellness-infused experience.

From nightly turn down service to our on-site spa, entertainment/meeting center to curated guest room packages, you'll feel like you've been transported to another time and space.

Wellspring Manor & Spa offers its guests an elegant, first-class destination unlike anything else in the region!





Beautify Your Event!

Looking for a picturesque backdrop for your next special/corporate event?

Consider Wellspring Manor & Spa.

Our beautifully landscaped estate located just 15 miles from the Nation's Capital will make any meeting and special event come alive!

From our close proximity to downtown Washington, DC to our unique multi-purpose space in "The Barn" to our oversized outdoor entertainment space, you and your guests can experience the transforming power that nature has on the soul and spirit.

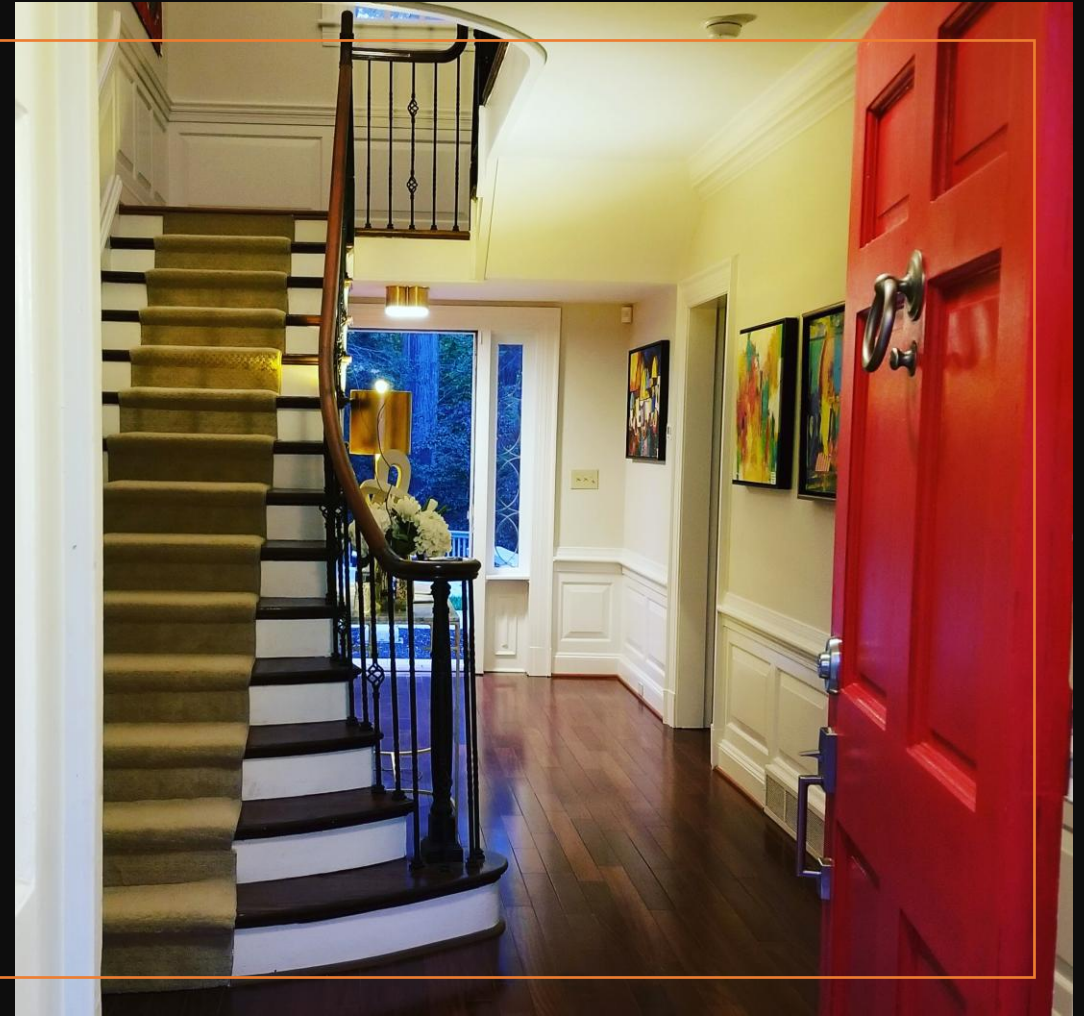
Consider us for your next event. We welcome the opportunity to host you.

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Space Options

Choose from a range of beautifully appointed indoor and outdoor spaces across our estate for your next event.

Designed to accommodate groups of 50 or less, you and your guests can enjoy our historic manor, expansive patio, relaxing barn and rejuvenating *Spa Sanctuary* to gather, meet, celebrate and be restored.





Space Specifications

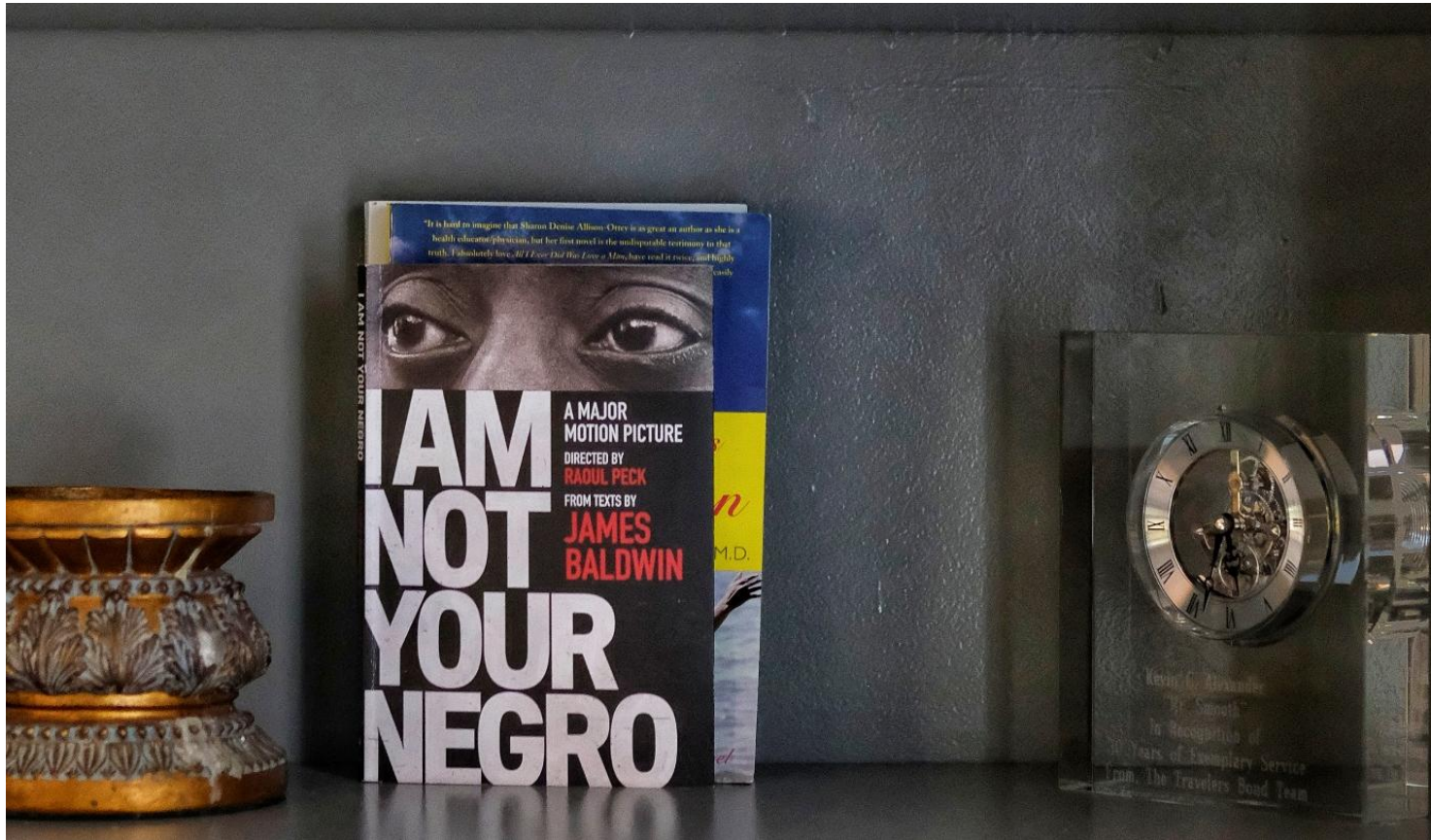
The Manor

Designed with the discerning guest in mind, the manor is beautifully appointed to evoke relaxation, elegance and comfort. Featuring a stately living room, separate dining room, library, six fireplaces, and five guest rooms all equipped with private, spa-inspired bathrooms, the Manor offers a beautiful setting to entertain family and friends, or simply enjoy some time away to yourself. **Maximum overnight guest capacity is 12.**

The Coltrane Room

Let yourself be transported to our Coltrane Room and take in an intimate jazz set or spoken word performance. An ideal space for small live events, **The Coltrane Room comfortably seats up to 16 guests**, theatre style. (Alternative set ups also available.)

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Space Specifications

The Baldwin Room

Who doesn't want to escape to a space where your mind can wander freely among some of the best titles by authors of color from around the world?

Our on-site library, named after author and civil rights activist, James Baldwin, serves as a haven of rest and relaxation and a quiet space for the smallest of gatherings of 6 or fewer guests.

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Space Specifications

The Barn

Our multipurpose space is the perfect space to unwind with friends or colleagues to celebrate or strategize.

Adorned with breathtaking art from artists from around the world, The Barn serves as part event space part art gallery! Equipped with an oversized foyer, check-in desk, two restrooms, sofas and chairs, a dining table with seating for 8, bar/kitchenette, fireplace, and deck, The Barn is your place to enjoy and bring your celebrations/meetings to life!

Maximum capacity*:

- Standing Reception 50 guests
- Seated Dinner 50 guests
- Board Meeting 24 guests

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Space Specifications

The Spa Sanctuary

Accentuate your stay with a visit to our on-site spa, The Spa Sanctuary.

Designed with you and your guests' wellness in mind, treatment options range from massages and facials to reflexology and yoga.

To maximize your relaxation experience with us, we have reserved treatment services exclusively for our overnight guests and can incorporate offerings with any Exclusive Use Rental option. *Please note that spa services are not available to Event only guests.*

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Space Specifications

Outdoor Space

Take your gathering outside and enjoy our oversized 2,000 sf patio, 20x40 inground pool with pool house, 1,450 private terrace with water wall, and three beautifully landscaped terraces.**

Our outdoor space creates breathtaking options that will surprise and delight your guests. Whether a wedding, anniversary celebration, or corporate function, Wellspring Manor & Spa is the Prince George's County's most beautiful, hidden gem that you never knew about. Discover it for yourself!

**Pool season: May – early September



Space Specifications

The Barn Deck

Enjoy the beauty of the outdoors with our newest installation, The Barn Deck.

Serving as an extension of our art gallery and The Barn where you and your guests can relax and unwind, This adjacent outdoor spaces allows you to flow effortlessly from outside to inside with a few short steps. This multipurpose space is the perfect space to take in the fresh outdoors over food, drinks and great conversation.

Use of the Barn Deck is included with all Barn rental agreements at no additional charge.

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Space Specifications

The Cascade Terrace

Enjoy the serenity that comes from the cascading sound of water and the privacy that comes with our private patio space, The Cascade Terrace.

Here, you and your guests can enjoy a more intimate space where you can gather and relax to a space all of your own.

This space can comfortably accommodate up to 24 guests.

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Special Event Amenities

Our goal is to help you manage and execute your event with excellence and ease. Your space rental includes each of the following amenities:

- Tables, Chairs, and Linens
- Complimentary Hi-speed Wireless Internet Service
- Access to Televisions and Large-screen (55" & 85") monitors
- On-site Parking for up to 45 Vehicles; Valet parking available (additional fee applicable)
- Beautifully landscaped grounds for outdoor activities and gatherings
- On-site Guest Services Manager

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Event Rental Fees & Guidelines

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Please note that rates and guidelines are subject to change at the sole discretion of Management.



Winter 2022



Options	Rates
4-hour Rental* (Friday-Sunday)	\$1,795 – Individual/Corporate \$1,595 – Nonprofit
4-hour Rental* (Monday-Thursday)	\$1,695 – Individual/Corporate \$1,495 – Nonprofit
8-hour Rental* (Friday-Sunday)	\$3,995 – Individual/Corporate \$2,995 – Nonprofit
8-hour Rental (Monday-Thursday)	\$3,295 – Individual/Corporate \$2,795 – Nonprofit
Exclusive Use (up to 12 guests)	\$4,395/1 night; \$7,495 – 2 nights**

Rental Fees

**Includes use of The Barn and outdoor Barn deck only; use of the Cascade Terrace (outdoor pre-function space) available for an additional \$595*

Rates are subject to change



Important Rental Fee Information

- All 4-hour agreements allow for one hour prior to and at the end of each event for set up and break down. Eight (8) hour agreements allow for 90 minutes prior to and 60 minutes at the end of each event for set up and break down and include a \$100 credit toward overnight accommodations for up to 2 guests/1 suite. Suite to be determined at the time of booking, based on availability.
- All rental fees include the use of tables, chairs and linens (white or gray), plus 18% service charge.
- Overtime hours will apply to rentals that exceed their contracted rental period at the rate of \$350/hour.
- Exclusive use rentals are available with 1-night or 2-night options; 3, 5 and 7-day options may be requested subject to availability.

Our Approved Caterers

Caribbean Caterers (Caribbean)

www.caribbeancaterers.com

(301) 255.0001 - Gillian DeSouza

Catering by Seasons (New American)

www.cateringbyseasons.com/

(301) 477-3515

Irie Corner Caterers

www.iriecorner.com

(301) 960-5315

Kindle Cuisine (Traditional/New American)

www.kindlecuisine.com/

240-491-2760 - Chef Renee Weaks

GetPlated Catering & Events

www.getplateddc.com/

(202) 480-1852

Kim's Kitchen (Southern/Traditional)

Kim Mosley

(301) 602-5202

Wiscater Events & Catering (Ghanaian)

<https://www.instagram.com/wiscaterevents/?hl=en>

410-834-1497



Please note that we do not permit guests to bring in food or beverages from the outside. All food and beverage items must be selected from our group of approved caterers.

Frequently Asked Questions/Important Information

How many guests can Wellspring Manor & Spa accommodate?

Wellspring Manor & Spa is an intimate destination designed for overnight groups of up to 12 guests and events of 50 guests. We regret that we are unable to accommodate groups or events with larger guest counts.

Can I reserve space for an event rental online?

Wellspring Manor & Spa is pleased to rent space for events that are suitable for our space. To ensure that we fully understand the nature of your event, we request that all rentals be requested with one of our Event Specialists by phone.

Can I view the property before I reserve space?

Once we have had a preliminary discussion with you about your event and determine that our space is a suitable venue, we encourage you to schedule a time to tour the property. In that we also accommodate overnight guests and respect their privacy, all tours must be scheduled in advance during our viewing days of Tuesdays and Wednesdays only, 12-5 pm. Please contact us at guestservices@wellspringmanor.com or call 301.288.6002 to schedule a tour.

Can I bring in my own food/caterer?

Wellspring Manor & Spa has carefully curated a diverse list of caterers to meet our guests' culinary and style preferences. Guests are invited to select a caterer from among our list of approved caterers and are not permitted to bring in their own food or beverages.



Frequently Asked Questions/Important Information

How long can I rent the property for?

Wellspring Manor & Spa offers its space as follows:

- Exclusive Use Rentals (includes use of the Manor, Barn Grounds & Spa)- up to 7 days; access begins at 1:00 pm on day of check in and ends at 12 pm on day of check out
- Half and whole-day rentals (includes use of the Barn, Barn Deck & Cascade Terrace only; - 4 hours or 8 hours
- All event and Exclusive Use Rentals require a refundable security deposit.

What is included with my rental?

Included amenities and equipment vary based on the nature of your rental.

- *The Manor:* On-site Guest Experience Manager (required), chef-prepared breakfast for up to 12 guests, linens, daily hors d'oeuvres service, guest room amenities (soaps, towels, facecloths, robes, slippers), meeting/event room space for up to 50 guests, banquet tables, chairs (up to 50).
- *The Barn & Barn Deck:* Exclusive use indoor and outdoor meeting/event space for up to 50 guests, banquet tables, chairs & linens. Outdoor tents are available for rent upon request.
- *The Spa Sanctuary:* **Please note that our spa is only available to overnight guests** and is not available outside of an Exclusive Use rental.
- *Parking:* Overnight parking is available for up to 12 vehicles. On-site event parking is available for up to 45 vehicles. Off-site parking (shuttle service) is required for more than 45 vehicles and can be arranged through your Event Specialist. Valet parking services are also available at an additional fee.



Frequently Asked Questions/Important Information

How soon can I access the space on the day of my rental?

As our guest, you are welcome to enter the space you have contracted for during the hours stated on your rental agreement. In recognition of the privacy and security of our other guests, entering the property outside of contract hours is not permitted.

Is alcohol or smoking allowed?

Guests are not permitted to bring outside alcohol on the premises. We invite you to discuss your and/or your event's beverage needs with our Event Specialists.

In the interests of our guests' health and in keeping with our goal of being a wellness-infused destination, smoking anywhere on the grounds of Wellspring Manor & Spa is strictly prohibited. This includes cigars, cigarettes, cannabis or cannabis-based products, and incense. Evidence of smoking of any kind on the grounds, in event space or in guest rooms will result in a \$750 cleaning fee per space.

Are there any cancellation fees?

All cancellations requested 30 full days prior to the event will result in an 85% refund. All cancellations requested between 29 and 15 full days of the event will result in a 50% refund. Any cancellations within 14 full days of the event are non-refundable.





Photo Gallery

Spring-Summer 2025



Photo Gallery

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For more information, please
contact
Lisa Alexander at
lisa@wellspringmanor.com
or 301.288.6002

Additional Important Information:

- Please note that Wellspring Manor & Spa does not offer hourly rental of its space.
- Rental agreements do not allow for the selling of tickets on-site for any events hosted on the premises.
- All rental agreements require a deposit of 50% of the total estimated cost to secure space including a refundable security deposit ranging from \$350 - \$1,000, depending on the nature of the rental. Refunds of security deposits are subject to the condition of the premises following any rental period.
- Final payments for all rentals must be received at least 14 business days prior to the event. Wellspring is unable to accept payment via personal check. Debit/credit and ACH payments preferred.
- Acceptance of event space requests is at the sole discretion of the management of Wellspring Manor & Spa. Wellspring Manor & Spa reserves the right to decline event requests that it deems inconsistent with its brand, purpose and physical space limitations.
- Proof of valid charitable organization registration is required for nonprofit pricing. Rental agreements must be in the name of the charitable organization in order for nonprofit rental rates to apply.