

## Rental Agreement for Use of Victoria Mansion

Agreement is to rent **Victoria Mansion, the Carriage House, or Grounds** for an event, including self-guided tours of the Mansion. The Mansion will be open to your guests for a specified period during the event. Victoria Mansion is a highly sensitive National Historic Landmark site, with irreplaceable historic interiors. ***Before signing please be sure to read all of the following:***

- The Mansion and Carriage House may be rented for small events not to exceed **100** people. Grounds rental is available by special arrangement.
- All rentals shall be arranged through the Office Manager and are subject to the approval of the Director or Deputy Director.
- All rentals must be reserved no later than 30 days prior to the event unless otherwise stated.
- One visit by a group representative to view the facilities is welcomed, by appointment only.
- Fund raising for groups other than Victoria Mansion is prohibited.
- All food must be catered through a licensed caterer approved by the Director or Deputy Director. Please see the attached list for names and contact information of currently approved caterers. If the renter would like to use a caterer that is not on this list the renter and/or potential caterer must provide the following information about the catering service: proof of licensure, proof of insurance, three references. The potential caterer is also required to visit the Mansion and Carriage House to familiarize themselves with the special features of the premises. **If a new caterer must be approved the rental must be reserved no later than 60 days prior to the event.**
- **No open flames are allowed.** A small kitchenette is available for use in the Carriage House basement.
- In order to serve alcohol, the caterer must have proof of insurance and license. Victoria Mansion must be carried on caterer's insurance as an additional insured party for the event.
- The consumption of food and drink is confined to the Carriage House, the historic kitchen in the Mansion (only if event is scheduled outside normal hours of operation), the rear of the main mansion hallway (only if event is scheduled outside normal hours of operation), or under any tented areas of the grounds. Passed hors d'oeuvres are permitted by catering staff only on the first floor of the Mansion.
- **Red wine and other colored beverages (including all colas, colored fruit juices, etc.) are not allowed in the Mansion.**
- All deliveries must be made from the street and to the side entrance of the Carriage House. Vehicles are not permitted in the driveway.
- Food, drink, and equipment may be brought to the Carriage House up to four hours before the scheduled event and NO SOONER. All items associated with the event must be removed from the premises by **noon** of the following day. Items left at the Carriage House past noon of the day following the event become the property of Victoria Mansion.

- All musical and other performance groups shall be approved by the Director or Deputy Director, including size and placement, before the event. **If entertainment must be approved the rental must be reserved no later than 60 days prior to the event.**
- Smoking is not permitted anywhere on the premises, including the grounds.
- No photography is permitted INSIDE the Mansion.
- A non-refundable \$300.00 deposit is required at the time the contract is signed and will be applied to the rental fee.
- **It shall be the responsibility of the undersigned to provide notice to caterers, and all other vendors, of the rules established herein.**

## Rental Agreement for the Use of Victoria Mansion, Carriage House and Grounds

*It is understood by the undersigned and their guests that Victoria Mansion is a MUSEUM and will be respected as such. No person associated with the event will be permitted to go beyond roped barriers or into offices. Objects in the collections will not be touched or used in any way by persons associated with the event.*

The Renter shall indemnify and hold harmless Victoria Mansion from any loss, damage, claim, demand, suit, judgment, or liability which Victoria Mansion may incur for any injury or death to persons or property or any claim on account thereof, resulting from Renter's use of Victoria Mansion, the Carriage House, or the grounds of Victoria Mansion (including pathways and driveways).

Rental of the Carriage House and Victoria Mansion includes guides and housekeepers. The Mansion does not provide food or beverage services for rental events. Caterers hired by the renter will set up, serve, and remove all equipment, food, and trash associated with the event by noon of the day following the event.

The renter will be invoiced after the event for the balance of the rental. **Payment is due no later than 10 days from the date of the rental event.** Rates and payment policies are as follows:

- \$300.00 for up to two (2) hours. Each additional hour or portion thereof, will be billed at \$100.00 per hour.
- In addition to the labor fee, the renter will be charged **\$9.00 per person** with a minimum charge for twenty (20) people. Holiday rentals (rentals taking place between the day after Thanksgiving and December 31<sup>st</sup>) incur a premium admission charge of **\$11.00 per person** with a minimum charge for twenty (20) people.
- \$300.00 deposit is due upon reservation.
- A valid credit card number (Visa, MasterCard, American Express) must be provided upon reservation. The renter's credit card information will remain on file until all expenses related to the rental have been paid. If payment is not made within 10 days of the rental event the renter's credit card will be charged automatically for the balance due.

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|----------------------|------------------|
| Renter's Name:       |                  |
| Renter's Address:    |                  |
| Name of Caterer:     |                  |
| Date of Event:       | Time of Event:   |
| Number of Guests:    |                  |
| Deposit Due:         |                  |
| Credit Card Number:  | Expiration Date: |
| Name on Credit Card: |                  |

I will honor this agreement with Victoria Mansion as stated.

\_\_\_\_\_  
Event Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Wolterstorff, Director  
Julia Kirby, Deputy Director of Administration

\_\_\_\_\_  
Date