



**Rental Agreement
General Policies and Procedures**

EVENT RENTAL COST

- Monday – Thursday: 9:00am – 5:00pm.....\$750.00
- Monday – Thursday: 5:00pm – 11:00pm..... \$1,250.00
- Friday: 9:00am-11:00pm.....\$3,000.00
- Saturday: 9:00am – 11:00pm..... \$4,500.00
- Sunday: 9:00am-11:00pm.....\$3,000.00

ADDITIONAL FEES

Cleaning Fee: \$ 300

BUNDLE OPTIONS

- **Wedding Bundle:**
 - At the time of booking a Saturday wedding Client may bundle a Friday or Sunday date, if available. for a special rate of \$1,500 in addition to their Saturday rental. Subject to availability.
- **Weekend Buy Out:**
 - Rent Ravenswood Mansion for the whole weekend. Use Friday to set up for your event, Saturday to host your special day, and Sunday to break everything down. 9:00am-11:00pm access each day for a total of \$7,500 during peak season and \$6,000 during off peak season. *Cleaning fee not included.*
- **14 Days Out:**
 - **Set Up Rental:** Within 14 days of their event, Client may book day-before access for early set up, storage, and/or rehearsal. The fee is \$500 and includes four consecutive hours of access between 9:00am and 5:00pm on the day prior to their event, subject to availability.
 - **Break Down Rental:** Within 14 days of their event, Client may book day-after access for tear down of tent, rental items, or removal of personal items. The fee is \$500 and includes four consecutive hours of access between 9:00am and 5:00pm on the day after to their event, subject to availability. Alcohol and trash items may not be left out overnight.

SEASONAL DISCOUNTS

Available in January, February, March, August, and December. Prices are as follows:

- Monday – Thursday: 9:00am – 5:00pm.....\$500.00
- Monday – Thursday: 5:00pm – 11:00pm..... \$1,000.00
- Friday: 9:00am – 11:00pm.....\$2,500.00

- Saturday: 9:00am – 11:00pm.....\$3,000.00
- Sunday: 9:00am – 11:00pm.....\$2,500.00

WINTER INDOOR EVENTS

- Friday, Saturday, or Sunday 9:00am-11:00pm \$1,500.00
 - Available December 1 – March 20
 - Limited to maximum of 50 guests.

SPECIAL PRICING

- **Additional Hours:** Additional hours may be added on the day of a Client’s rental to allow earlier access to the venue beginning no earlier than 7:00am. This rate is determined by dividing the full price venue rental fee in which the requested time falls into an hourly rate.
- **Hourly Rate:** The Event Venue Manager may grant Client special hourly rates on any available dates provided the dates are not already booked 14 days out. The hourly rate is determined by dividing the full venue rental price by the number of hours specified. A minimum of three hours is required and no more than six hours may be rented with this rate.
- **30 Day out Rate:** Unreserved dates (weekend days: Friday, Saturday and Sunday) may be booked within 30 days of an event for 50% of the regular rental rate.
- **Weekday Photography Pricing:** The interior of the Mansion may be accessed for photography needs at a rate of \$50/hour. This pricing is available on general tour dates and does not grant Client exclusive access to the Mansion. Event Venue Manager may have tours or other meetings at the Mansion during that time but will put forth every effort to minimize distractions to Client. No minimum hours are required.

CAPACITY

- **Inside:**
 - The first floor is designed to accommodate up to 80 persons for a seated dinner. For a standing reception event, the mansion will accommodate 125 persons.
 - The second floor provides a changing room for use during weddings for the bride and groom. A restroom is also available on the second floor.
 - Because the mansion is divided into rooms, an inside wedding ceremony would be limited to a small group (no more than 40) in order for everyone to be able to witness the ceremony.
- **Outside:**
 - When using a tent, the maximum number of guests allowed on property is 300. Outdoor ceremonies are held on a lawn or on the front porch.
 - Our 40’x90’ patio comfortably seats up to 250 guests with a stage and dance floor.

RESERVATION POLICY

- Individual dates can be booked up to 18 months in advance.
- To reserve a specific date, please view the Ravenswood Mansion calendar for availability. If the date is available, send an email requesting to book the date to: ravenswoodmansion@brentwoodtn.gov. An electronic contract will be sent at that time and the Client will have up to 72 hours to complete the contract.
- The reservation will be secured upon receipt of the signed Rental Contract and required rental fee (50% of rental fee if more than six months out, full rental fee is less than six months). Checks, cash or credit card payments are accepted. Credit card and electronic check authorizations

require an additional transaction fee. Checks should be made payable to City of Brentwood and can be mailed to City of Brentwood, Attention: Ravenswood Mansion, P.O. Box 788, Brentwood, TN 37024-0788.

- The balance of the rental fee, and the flat rate cleaning fee are due six months prior to the event. Failure to meet this payment schedule will put Client's account on hold for seven days, at which time the Event Venue Manager will send a notice to Client requiring immediate action. If payment is not received within seven days of notice given, the event will be cancelled with no refunds given.

CANCELATION POLICY

- Client may cancel this contract at any time. Cancellations must be made with the Event Venue Manager in writing, preferably by email to
 - ravenswoodmansion@brentwoodtn.gov.
- **More than 180 Days:**
 - If Client cancels more than 180 days months prior to the event date, the City will return 50% percent of the deposit to the Client.
 - If the Client paid in full at the time of booking, and there were more than 180 days prior to the event, the City will return payments, less 50% of the contracted deposit amount.
 - The cleaning fee may also be returned, if applicable.
- **90 Days to 180 days:**
 - If Client requests to cancel less than 180 days but more than 90 days prior to the event date, the City will return 25% of their total paid up to date, and the cleaning fee.
- **Less 90 Days:**
 - If Client requests to cancel 90 days or less from their original contracted date no rental fee refunds may be given, however the cleaning fee may be refunded.

RESCHEDULING POLICY

- If Client requests to reschedule, Client may NOT select a new date more than 12 months from the original event date. New date requests must be made in writing to the Event Venue Manager, preferably by email to:
 - ravenswoodmansion@brentwoodtn.gov.
- **More than 180 Days:**
 - If Client requests to reschedule the original date of their event more than 180 days prior to the original event date, prior payments made may be applied to the new event date and no penalties for the change will be required.
 - Should Client choose a new date that for which the booking fee is less than that of their original date, the City will return the difference in balance.
- **90 Days to 180 Days:**
 - If Client requests to reschedule the original date of their event, and there are fewer than 180 days, but more than 90 days before the original event date, 85% of payments made, and the cleaning fee may be applied to the new date. A change fee of 15% of the *original contract* will be due to finalize the new date, regardless of the cost of the new date.
 - Should Client choose a new date for which the booking fee is less than that of their original date, the Client shall not receive any refunds for a difference in balance.
- **Less Than 90 Days:**

- Any rescheduled dates less than 90 days before the event will be considered a cancellation and Client will forfeit all funds associated with the account and will require a new booking with new payments for any future events.
- Should Client choose a new date that is more expensive than their original date, the Client will be required to pay any additional rental fees associated with the new date, as well as the change fee, if applicable, regardless of when the request to reschedule is made.
- Only one date change is permitted per booking. If Client reschedules a date and then subsequently cancels the contract, Client shall receive no refund for the cancellation.

PERSONAL ITEMS

- All personal items must be delivered and picked up within the confines of the rental period .The City of Brentwood is not responsible for personal items.
- Client will be billed \$200 for any items left inside the mansion or on the grounds past the allotted rental period.

VENDOR RENTAL ITEMS

- Rental items are an industry term used for items such as tables, chairs, linens, china, flatware, etc. The term “vendor rental items” refer to such items rented from an outside company separate from the City of Brentwood.
- **Insurance:**
 - Client may use any *licensed and insured* vendor for the rental of tables, chairs, linens, china, etc. The rental order must be submitted to the Venue Director four weeks prior to the event.
 - The City requires rental companies to have a \$1,000,000 liability insurance policy. License and insurance information for tenting companies must be given to the Event Venue Manager no less than four weeks prior to the event.
- **Set Up/Teardown:**
 - The City **does NOT** provide set up or teardown of vendor rental items for Client’s event.
 - If a Client has over 50 guests at an event, they are *required* to hire the delivering rental company to do all setup and teardown of the rental items being provided.
- **Delivery/Pick Up:**
 - Rentals must be delivered within the confines of the rental period.
 - Rentals may be picked up the day following the event provided there are no other events scheduled. If another event is scheduled, the rentals must be picked up and *off property* no later than the contracted start time of the next event.
 - Clients will be informed of the next day’s rental time at the time of booking, or upon the booking of the next day.
 - If rentals are being picked up after the end of your rental period, Client is responsible for ensuring that all rental items are cleared from the mansion to allow for the rental company to access items after hours.
 - Client will be billed \$500 when rentals are left inside the mansion or remain on property past their designated time.
 - All rentals contracts are between the Client and their chosen rental company. The City, their Event Director, and any Event Representatives are not responsible for any outside vendor errors in timing, efficiency, or delays in pickup or delivery from property.
 - Client is responsible for ensuring that rentals vendors are aware of the City’s policies on using rentals, delivery procedures, and pick-up timing.

- Rental companies may not drive in the grass for any reason to reach desired event area.

VENUE RENTAL ITEMS

- The “venue rental items” outlined below are referring to the tables, chairs, and other items provided by the City of Brentwood within Client’s contracts.
- **Rentals:**
 - Ravenswood Mansion currently has a limited number of in-house rental items for Client’s use. Rental items include tables, chairs, and other items that are listed on the Ravenswood Mansion website. Rental items are included in the rental fee and are not a separate charge for usage.
 - Because damage may occur at any point in time, the City does not guarantee the quality or quantity of any items in its inventory of tables and chairs. Should damage occur to any of the City’s rental items, the City is not guaranteed to be able to replace any of their items prior to the next event.
- **Set up/Teardown:**
 - The City **does NOT** provide set up or teardown of any of their items for Client’s event.
 - IF a Client has over 50 guests at an event, they are *required* to hire a licensed and insured event professional/company to do all setup and teardown of the City’s rental items.
 - If Client has less than 50 guests at an event, they may choose to set up and tear down the City’s rental items themselves within their rental period. Client may also choose to have an industry professional do the setup and teardown on their behalf.
 - Any events with less than 50 guests who choose to set up/tear down rental items themselves, will billed \$200 for misuse of the City’s property if the City finds that rentals have been improperly torn down and stored in the Carriage House.
 - All Ravenswood rental items must go back in the Carriage House before the conclusion of the Client’s event, unless prior approval to leave items out has been given in writing by the Event Venue Manager.
 - Should a Client desire to have chairs flipped from ceremony to reception during a wedding, the City will allow for a designated, nonprofessional group to perform this task only under the direct supervision of the planner on site.

TENTS

- **Insurance:**
 - Client may use any *licensed and insured* commercial tent company they choose. The tenting contract must be submitted to the Event Venue Manager four weeks prior to the event.
 - The City requires the tenting company to have a \$1,000,000 insurance policy. License and insurance information for tenting companies must be given to the Event Venue Manager no less than four weeks prior to the event.
- **Set up/Teardown:**
 - Tents are only allowed on the grounds in designated areas. These areas include the 40x90 patio, covering the patio walkway, or the back lawn. No tents may be set up directly in front of the mansion.
 - The 40x90 patio is designed to fit frame tents that are 40’ wide and any increments of 10’ long up to 90’, or the full length of the patio.
 - Tents may be staked for support under the guidelines that stakes may be placed no less than three feet from the patio.
 - Tenting may only run off the patio area if approved by the Event Venue Manager.

- Tenting companies are responsible for all supplying, erecting, and removal of tents. Tents must be constructed of fire-retardant material and meet all guidelines established by the fire marshal.
- The City is not responsible for the tent nor items set up under or around the tent. Client will be responsible for any damage to the grounds resulting from the installation, use, and removal of the tent structure.
- Tents must be set up within the confines of the Client's rental period.
- With prior approval, tents may be torn down the day following the event provided there are no other events scheduled. If another event is scheduled, the tent must be torn down and removed from the property no later than the contracted start time of the next event.
- Client will be billed \$500 when tents remain on property past their designated time.
- Tenting companies may not drive in the grass for any reason to reach desired tenting area.
- All tenting contracts are between the Client and their chosen tenting company. The City, its Event Director, and any Event Representatives are not responsible for any outside vendor errors in timing, efficiency, or delays in erecting or removing tenting from property.
- Client is responsible for ensuring that tenting vendors are aware of the City's policies delivery and pickup timing.
- **Tent Sharing:**
 - Clients may share a tent with any other adjacent events upon approval from the Event Venue Manager. A share plan, including delivery/pickup times must be submitted to the City within two weeks of the event and must be signed by both the contracting parties, as well as the planners, from each event.

CATERING

- **Insurance:**
 - Client may use any *licensed and insured* catering service of their choice.
 - All caterers must carry \$1,000,000 in general liability insurance and provide the Event Venue Manager with a certificate of insurance four weeks prior to the event.
- **Kitchen Equipment:**
 - The Ravenswood kitchen is equipped with a standard refrigerator/freezer, hot box, microwave, and icemaker. The icemaker is equipped to *typically* handle weddings of 100 or less. For weddings of any size, if Client plans to be icing down an extraordinary amount of beverages (including kegs, large quantities of alcohol, etc.), Client should be prepared to provide additional ice. Any weddings with a guest count above 100 should also be prepared to provide additional ice.
- **Requirements:**
 - A minimum of one catering staff member must remain on site through the duration of your food service.
 - Catering may not be dropped on site and left unattended by catering company. Client's licensed caterer must remain in charge of all food through the duration of the event.
 - Caterers are required to do all setup, teardown, and cleanup of all food-related items, regardless of event size. All caterers must check out with the Event Representative on site during an event prior to their departure.
 - Ice must be disposed in the kitchen sink and not in/on the yard/grounds of the mansion.
- **Catering Trash:**
 - Caterers are responsible for busing reception tables and ensuring the tables are cleared of food related items such as plates, silverware, napkins, etc.

- Caterers are responsible for cleaning the space they use and returning it to the condition in which it was found.
- The City will supply a limited number of trash cans for Client to dispose of their trash at the conclusion of their event.
- All trash must be in tied trash bags and placed in the containers inside the black fenced area at the rear of the mansion. Any trash that does not fit within the provided containers must be taken with the Client at the events conclusion for disposal.
- Client will be billed \$100 if they improperly dispose of their trash either inside or outside. This additional cost is used to offset the additional labor the City must provide to dispose of Client's trash.
- **Food Trucks:**
 - Food trucks are allowed in designated areas only on the driveway. All food trucks must have a mobile food vendor permit issued by the City of Brentwood.

ALCOHOL

- **General Requirements:**
 - Alcoholic beverages (including but not limited to beer, wine, liquor, seltzers, and/or champagne toasts) may be served only by bartender(s) licensed by the Tennessee Alcoholic Beverage Commission. A copy of the bartender's ABC license must be on file four weeks prior to the event.
 - Bartenders must be on site only as a vendor and may not be the Client themselves or a guest at the event.
 - Bartenders must remain with all alcohol through the duration of the event and are responsible for distributing alcohol to any guest of valid drinking age.
 - Bartenders may not consume alcohol in any form while working at a Client's event.
 - Bartenders are responsible for all alcohol related trash and must place trash in tied trash bags in designated trash area.
- **Licensing and Insurance:**
 - In addition to the ABC license(s), Client must obtain a host liquor liability insurance policy, which is required to be on file with the City four weeks prior to the event.
- **Consumption Requirements:**
 - The City of Brentwood strictly prohibits the pouring and consumption of pure alcohol in the form of shots.
 - All consumption of alcohol in dressing areas must end once event begins.
 - All alcohol must be packed away prior to the bartender departure. No alcohol may be consumed once the licensed bartender has left.
 - All alcohol consumption must end no later than 30 minutes prior to anticipated guest departure.
 - Should alcohol-related issues arise, the Event Venue Representative has the right to request assistance from the Brentwood Police Department in resolving alcohol-related conflict.
 - Client must confirm with the Event Venue Manager no less than four weeks prior to their event if they intend to have alcohol. Should a Client inform the City that they are not providing alcohol at their event and the Clients, or any guests (including members of the wedding party) are found consuming alcohol on the premises without the proper required documents as outlined in this contract, the City reserves the right to immediately terminate Client's event. Should this occur, no refunds will be given.

LIGHTING

- **Inside:**
 - The mansion has adequate lighting for inside events. If Client would like to add additional lighting inside, any requests must be submitted in writing to the Event Venue Manager.
- **Porches:**
 - All porches have traditional canned lights, which may be turned on for events. These lights are not on dimmers and must be used as is.
- **Outside:**
 - *The mansion* has traditional flood lights on its corners, as well as a few tree spotlights. Lights for the patio area are not provided.
 - Should a Client desire to have lighting at their event in the form of string lights, up lighting, chandeliers, etc. Client is responsible for hiring a licensed and insured lighting professional to supply, install, and breakdown all lighting materials.
 - *The grounds* have pathway lights to allow for easy viewing of sidewalks.

POWER

- Ravenswood has 11 circuits of power total in the reception area.
- There are three circuits dedicated to only event power.
- Clients are responsible for confirming with their vendors whether Ravenswood Mansion has adequate power sourcing for their specific event needs.
- If Client requires more power, they will need to seek additional power sources such as generators, etc.

INSURANCE

- **Client Obtained:**
 - The City of Brentwood requires each Client to obtain a \$1,000,000 general liability insurance policy for the event, naming the City of Brentwood as an additional insured if the event involves more than 50 people and/or the use/consumption of alcohol in any form. If alcohol is served, the liability policy must include Host Liquor Liability. Proof of such insurance must be provided four weeks prior to the event date. Client may purchase this insurance policy from any provider of their choosing.
- **Vendor Required:**
 - All caterer, rental, tent, and lighting vendors must carry \$1,000,000 in general liability insurance and provide the City of Brentwood with a certificate of insurance four weeks prior to the event.

MUSIC & DANCING

- **Outside:**
 - *All outdoor music must cease at 10:00pm* to comply with the City of Brentwood's noise ordinance. No exceptions to this will be made.
 - Outdoor music on the house grounds must never exceed 70 decibels.
 - Because the mansion is surrounded by residential neighborhoods, music shall not contain obscene or patently offensive language.
 - The City reserves the right to shut down any event if the police find that they've violated the City's noise ordinance.
- **Inside:**

- To prevent damage to the original wood floors, no dancing, or bands are allowed inside the mansion.

DECORATIONS

- Client shall be responsible for all decorations for the event.
- Signs, banners, floral arrangements, lighting, or any other decorations may **not** be taped, nailed, stapled, or otherwise fastened to the property. No adhesives of any kind are allowed. No holes may be drilled or punched anywhere on the property.
- All decorations must be removed, without leaving damage, prior to the contracted end time of the Client's event. Should the City find damage to the historic house or property due to Client's decorations, Client will be responsible for paying for repair costs in full.
- No loose glitter, confetti, fake flower petals, or any other materials prohibited by the Event Venue Manager may be used at any time.
- Should a Client desire to use real flower petals in any capacity, Client is responsible for the pickup and disposal of all petals prior to the end of their contracted rental time.
- **Approved Send-off Methods:** Bubbles, glow sticks, pom poms, ribbon wands, streamers, pom poms, and/or any other preapproved items may be used for send-off methods. Any other items not listed here must receive prior approval by the Event Venue Manager.
- **Prohibited Send-off Methods:** Sparklers, balloons, rice, bird seed, fake flower petals, sky lanterns, fireworks, and confetti are strictly prohibited.

CANDLES/FIRE

- The Event Representative reserves the right to request that any flame or candle be extinguished or removed, should they determine it to be unsafe.
- **Inside:**
 - The use of candles or any type of open flame is strictly prohibited **inside** the mansion at any time. LED or flameless candles are allowed.
- **Porches:**
 - Candles may be used on the porches if they are placed on a table and not directly set on the porch.
 - All candles must be contained or enclosed in glass and the flame must not reach higher than one-half inch below the top of the glass.
- **Outside:**
 - Other types of non-contained candles may be used outside away from the mansion and porches.
- **Restrictions:**
 - Except for sterno or similar product for heating food, no liquid fuel candles are permitted. No flame of any kind (other than the described above) is allowed on property.
 - No fire pits of any kind are permitted.

PHOTOGRAPHY

- Client is permitted to take photos on the property for such purposes such as engagement, bridal portraits, etc. Prior approval is required for such photos to ensure the property is not previously agreed upon to be rented out or in use. Please contact the Event Venue Manager to schedule a time for photos.
- The grand front staircase may be used, but no more than two people at a time are permitted on it at any time.

- Clients acknowledge that their event is located in a public park where photography from other Clients may be going on in the public spaces.

WEDDING REHEARSAL

- All rehearsals must be done on the day of the contracted rental and may be no earlier than the agreed upon start time of the event, unless Client has rented additional time the day prior to the rental as provided within this policy.

PLANNER/EVENT MANAGEMENT

- Clients are required to sign a contract with an industry professional to do all outlined planner duties in regard to events.
- A minimum of a month of event planner or event management company is *required* for all wedding rentals, regardless of wedding size.
- A minimum of a day of event planner or event management company is *required* for all event rentals, regardless of event size.
- Wedding Planners must be industry professionals and may not be a friend or family member standing in for such role.
- All activities surrounding the wedding at Ravenswood Mansion must be managed by the planner, including but not limited to creating and managing all timelines, coordinating and managing guests, vendors, and Clients on the day of the event.
- Planner must be present beginning at first vendor load-in, or first guest arrival, whichever occurs first. Planner may not leave until the end of all mansion loadout AND the last guest has departed.
- Planners will be required to review the Client's contract with the City and sign a Planner Agreement acknowledging that they have read and understand their requirements.
- Planners will be required to do a venue walk-through with the Event Representative prior to departure.
- The City must have a copy of the written agreement with the planner four weeks prior to the event.
- A City Representative will be present the day of the event to assist in any aspect tending to the mansion, grounds, etc, but does not serve as the planner.

SMOKING AND SUBSTANCES

- Smoking of any kind is prohibited inside the mansion and on the porches at any time. Electric cigarettes are also prohibited inside the mansion and on the porches.
- Illegal substances (e.g. marijuana, cocaine) are strictly prohibited on the Ravenswood Mansion property. The user(s) of said substances are required to leave property immediately.

CLEAN UP POLICY

- Client shall pay a flat rate cleaning fee with their final balance payment, due six months prior to the event. This cleaning fee covers the cost cleaning of the mansion in preparation for the next event. Below outlines the Client responsibilities for clean up versus what your cleaning fee will cover.
- Client/outside vendor responsibilities: Trash removal inside the mansion, trash removal for reception area, dressing rooms trash and items clean up, catering kitchen clean up, putting furniture back in their proper places inside the mansion, ensuring rental items are cleared from the mansion and put away, removing all décor and personal items.

- Cleaning company responsibilities covered under Client's cleaning fee: Sweeping, mopping and/or vacuuming of all surfaces, dusting and wiping down surfaces, restroom cleaning, restroom restocking.
- Should Client fail to perform their cleaning responsibilities as outlined in this contract, the cleaning company may bill the City for additional duties. Clients will then be billed for all additional fees that the City has incurred.
- Client and their representatives shall be responsible for collecting and removing all trash at the conclusion of event. Trash bags must be **tied** and placed in the trash cans provided in the black fenced area at the rear of the mansion.
- A trash receptacle and trash bags will be furnished for Client.
- All decorations, equipment, and any other personal or rental items must be removed from the mansion/grounds at the conclusion of the event.
- Any items remaining when the City's cleaning service arrives will be discarded unless prior arrangements have been made.
- The Client is responsible for returning the grounds and facility to the condition in which they were found. All items that are property of the Ravenswood Mansion are to be returned to the designated storage areas, unless prior arrangements have been made and approval has been given at the discretion of the Event Venue Manager. In no event will the City be liable for the loss or damage of items left out overnight.

GROUNDS

- As a historical property, Ravenswood Mansion is occasionally undergoing upgrades, renovations, and repair. The City cannot guarantee the conditions of the property will match those of previous visits by Client, though every effort will be made to minimize disruptions. If for some reason the property is compromised in an unexpected way (i.e. acts of god, fire, tornado), and is not suitable to host the event, the City reserves the right to cancel. All money paid by Client and received by the City will be returned in full.
- Client acknowledges that Smith Park is an active recreational park within the City of Brentwood. This park may have various sports and other activities happening all seven days of the week throughout the year.

PARKING

- Parking is available in the adjacent parking lots.
- The driveway is only for vendor load in/load out or drop off of guests.
- If a vehicle needs to remain in Smith Park overnight following an event, the Event Representative on site must be notified. All vehicles left remaining in the park will be subject to pick up during the park's regular hours of dawn to dusk. The City of Brentwood is not liable for any loss or damage to vehicles left in the park overnight.
- Clients, vendors, and/or guests may not park or drive on the grass for any reason.

MANSION

- The front staircase may be used to access the dressing rooms upstairs. No more than TWO people at a time are allowed on the staircase for any reason. The staircase shall be blocked off at the start of the event and all guests and/or Clients will be required to use the back staircase through duration of event.
- Damage to the mansion, furnishings, or other items must be reported in writing to the Event Representative immediately; any damage will be billed to the Client.

- Movement of furniture must be kept to a minimum. If two or more people are required to lift a piece of furniture, it may not be moved by Client or Client representatives. Any furniture moved for an event must be returned to its original placement before the conclusion of the event. Any damage to the furniture or floors from Client event will be billed to the Client.
 - Inside furniture may not be brought outside under any circumstance.

RENTAL PERIOD

- Client is required to do all set up and teardown within their contracted rental period.
- **Client must be out of the mansion no later than the end of their contracted rental time. There will be no grace period for remaining inside. Client will be billed \$100 for every five minutes that they or their guests/representatives remain inside the mansion past their contract.**
 - **In the event City staff is not present at the end of the contracted rental time, staff may rely on photographic or video images from staff or the cleaning company to determine the timing of Client departure.**

ANIMALS

- Pets are permitted in wedding ceremonies and other special events **with prior notice** given to and approved by the Event Venue Manager. Pets must have a handler and be leashed at all times. All pet waste must be removed and properly disposed of in the trash. Pets are not allowed inside any buildings at any time.
- Larger animals and/or livestock must be approved by the Event Venue Manager. If approval is given, the animal must be supplied by a licensed and insured vendor/handler. The vendor/handler must stay with the animal at all times. At no time will the animal be allowed inside the mansion or on the porches. All items related to the animal, including animal waste, must be removed and properly disposed of in the designated trash area. Trailers are not permitted to drive and/or park on the grass. **Please note: not all requests for animals will be granted, and approval is given at the discretion of the Event Venue Manager on a case by case basis.**

ADDITIONAL REQUIRED DOCUMENTS

- Two questionnaires are provided to the Client throughout their booking. These questionnaires are required documents and must be submitted back to the City
- in a timely manner.
 1. Vendor questionnaire – load in and load out times are required for all vendors
 2. Final questionnaire

FINAL EVENT PLANS

- The following are required documents to be submitted to the City no less than four weeks prior to a Client's event:
 - Client's certificate of liability insurance
 - Host liquor insurance, if applicable
 - A copy of the bartender's ABC license, if applicable
 - Vendor questionnaire
 - Tenting company certificate of insurance
 - Rentals company certificate of insurance
 - Lighting company certificate of insurance
 - Event timeline and layout
 - Copies of your tent and rental orders

- A reminder and request for documents will be sent to the Client six weeks prior to the event.

SUMMARY OF FEES

- Client's failure to comply with the policies listed above will result in the City seeking recovery of its costs as outlined below. Client is responsible for returning the grounds and facility to the condition in which they were found. Any damage to the property, over what is listed below, will be billed to the Client.
 - Personal items remaining on property past rental period - **\$200**
 - Ravenswood Mansion rentals being improperly set up or torn down - **\$200**
 - Vendor rental items remaining on site past contracted rental period (without prior approval in writing) - **\$500**
 - Tents remaining on site past contract rental period (without proper approval in writing) - **\$500**
 - Improperly disposing of all trash - **\$100**
 - Failing to exit the mansion by the end of contract - **\$100 for every five minutes** remaining on site

ENFORCEMENT

- The City Manager or his designee is responsible for the implementation and enforcement of the above user policies and procedures. The City Manager may deny use of the mansion to any user when it is determined to be in the best interest of the City.