

9/15

Belmont Hall's
Grounds and Gardens Rentals
(social events, parties, showers, picnics, reunions, etc.)

Located in central Delaware, Belmont Hall's beautiful and spacious lawn and gardens are a perfect venue for outdoor events. Weddings (see **Grounds and Gardens Wedding/ Ceremony Rentals**), family reunions, picnics, parties, corporate functions, fundraising events, and other gatherings can be held in this unique and convenient setting. Grounds rentals include the use of our beautiful gardens, water feature, and the scenic grounds that surround the historic brick mansion, Belmont Hall. Guidelines have been established to respect the integrity of this historic property and to ensure a successful event for our guests.

Belmont Hall's Grounds and Garden Rentals are available from May through October any day of the week from 8:30 am to 10:30 pm.

Rental Rates:

Saturday, Sunday and Weekdays

\$300 for 3 hour minimum for 25 guests to 100 guests

\$200 for 2 hour minimum for 25 guests or fewer

Extra hours \$100 per hour

- **Rental hours include** deliveries, set up, and clean up time after the event. The outside set up and take down of rental equipment is not included as rental time.
- There will be extra charges for **exceeding your rental time**. If the event goes over the time agreed upon, there will be an additional fee of \$100 per hour or any increment thereof.
- A **refundable Security Deposit** of \$ 150 will be added to the rental fee. This deposit will be refunded within 7 days of the event unless there is more than the usual and customary clean up required and/or there is damage to Belmont Hall or its grounds.

Rental fees include:

- Use of the scenic grounds and beautiful gardens with the historic brick mansion as a backdrop
- Use of the portico on the south side of the house
- Electrical service

- Parking in designated areas
- At least one Friends of Belmont Hall representative on site during your rental time
- Handicapped accessible restrooms available in the house for events up to 50 people; however, if your event exceeds 50 guests you will need to rent portable restrooms or a restroom trailer.
- Use of our caterer's serving kitchen

To reserve a date:

Contact a Friends of Belmont Hall staff person at **302-264-9048** or email us at belmonthall.de@gmail.com .

The date and time of your event will be confirmed upon receipt of a deposit (fifty percent of the rental fee) along with a signed contract.

Payment Schedule:

- The initial **nonrefundable deposit** is **fifty percent** of the rental fee and must be received along with a **signed contract** *to reserve the date and time* of your event.
- The **rental fee balance** is *due 60 days prior* to your event.
- **Security Deposit** of \$ 150 is *due 60 days prior* to your event.
- If you are planning an event on **shorter notice than 30 days**, the rental fee **balance and a Security Deposit** of \$ 150 is *due prior to your event at a time to be determined when your initial deposit and signed contract is received.*

Form of Payment:

Payment is accepted by check or money order made payable to **Friends of Belmont Hall, Inc.**

Cancellation Policy:

- The **initial deposit** is nonrefundable.
- The **balance** may be refunded if cancellation is *more than 30 days prior* to your event.
- The **balance** will not be refunded if cancellation is *30 days or less before* the event.
- If the **Security Deposit** has been paid before cancellation, it will be refunded in full.

Restrictions:

- Renter must submit a **guarantee of attendance** to the Friends of Belmont Hall at least one week before the event.
- If the **number of persons** attending an event exceeds the renter's stated attendance or capacity, renters will be charged an additional \$100.
- If the event is over 50 people, the renter will be required to supply **portable toilets**.
- Renters are restricted to using only those **spaces under contract** and may not use non-rented spaces without special arrangements.
- All **fundraising activity** ideas must be approved in advance by a Friends of Belmont Hall committee.
- Renters can not **charge for admission** unless the event is an approved fundraiser.
- **Vehicles** are not permitted to drive or park on walkways or on areas of the grounds that are not designated parking areas. Talk to a Friend of Belmont Hall representative for places to be used as extra parking areas.
- All guests **must vacate** at the conclusion of an event and vehicles are not permitted to remain after hours. A Friends of Belmont Hall representative can grant permission for a vehicle to stay if the vehicle will be removed by 10 am the next day. Failure to pick up the vehicle will result in the vehicle being towed away at the owner's expense. The Friends of Belmont Hall will not be responsible for damage or theft of any vehicle left overnight.
- **The State of Delaware now prohibits smoking on all State owned properties.**
- **Pets** are not permitted on the grounds or in the home except with special permission of the Friends of Belmont Hall, Inc. Service animals are welcome.
- **Picnic meals/ brown bag meals** are permitted only if the food is to be eaten by yourself or your immediate family. However, food may not be served to others unless it is prepared by a licensed caterer or bought prepackaged. Brown bag lunches, **food** that is prepackaged, and food prepared by licensed businesses and brought by the renter are permitted for small events. However, other food may not be served unless it is prepared by a **licensed caterer**.
- If a **caterer is not used**, the renter will be responsible for clean up. All trash must be placed in trash bags that are in proper receptacles and then removed from the premises at the end of the rental period or placed in the Trash Dumpster found near the parking lots. **Important: If any trash is placed in the Recycle Dumpster there will be a \$95 fine that will be deducted from the Security Deposit.** The kitchen must be cleaned and left in "as found" condition or there will be a fine of \$100 for the extra clean up needed after the event.

- We require that all **caterers** sign our Catering Use Agreement and have a valid business license and insurance. The Friends of Belmont Hall must have the signed Catering Use Agreement **2 weeks prior** to your event.
- The **selling of alcoholic beverages** at Belmont Hall is not allowed. However, an exception can be made with Board approval if an event is being held by a nonprofit organization as a fundraiser. A group could sell alcoholic beverage by ticket if an ABC certified bartender serves the alcohol. The organization must obtain a one day alcohol permit from the Delaware Alcoholic Beverage Control Commission.
- Renters, guests and invitees must comply with all local, state, and federal **laws and regulations** governing alcoholic beverages and narcotics, and other rules and regulations as they pertain to the event.
- Alcohol can only be served to persons at or above the age of twenty-one and cannot be served to anyone who appears to be intoxicated.
- For events of **more than 50 guests**: An **ABC certified bartender** must serve all alcoholic beverages. Your caterer should be able to provide a certified bartender or could help you find one to hire for your event.
- For events of **50 or fewer guests**: If a certified bartender is not used, one **designated person** must be the only person serving mixed alcoholic beverages. This person can be someone provided by the caterer or someone the host designates. No guests are allowed to serve themselves mixed alcoholic beverages. The designated person will supervise the serving of beer and wine.
- The **renter/host can supply** his/her own liquor for his function if that arrangement is made with the caterer. However, your guests are strictly prohibited from bringing their own alcoholic beverages onto the grounds.
- **Torches, campfires, and fireworks or other pyrotechnics** are prohibited.
- Caterers are responsible for the **clean-up and removal of trash**. The property must be left in “as found” condition. The kitchen must be cleaned and left in “as found” condition or there will be a fine of \$100 for the extra clean up needed after the event.
- If the caterers leave before the renters or if the caterer was not contracted to clean up, the **renters are responsible for the final clean up**. All trash must be placed in trash bags and then removed from the premises at the end of the rental period **or** placed in the Trash Dumpster found near the parking lots. **Important: If any trash is placed in the Recycle Dumpster there will be a \$95 fine that will be deducted from the Security Deposit.**
- **Clean up and break down** must take place within your contracted time unless prior arrangements have specifically been made with the Friends of Belmont Hall. The premises must be left in “as found” condition.

- All **personal property** must be removed from the premises at the end of the rental time. The Friends of Belmont Hall will not be responsible for any items left on the property including rental items.
- If more than the usual and customary clean up is required or if damage to Belmont Hall or its grounds has occurred during your event, your **Security Deposit** may be forfeited.
- All **minors** must be accompanied and supervised by an adult.
- There will be extra charges for **exceeding your rental time**. An extra fee of **\$150 per hour** or any increment thereof will be charged if your agreed upon rental time is exceeded.