

**Belmont Hall's**  
**Grounds and Gardens Wedding Rentals**

9/15

Any occasion held at Historic Belmont Hall will be unique and memorable. Having your ceremony and reception on the spacious grounds and beautiful gardens of Belmont Hall will be truly special. Grounds rentals include the use of our 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:**

	<b><u>Friday,</u></b> <b>Saturday &amp; Sunday:</b>	<b><u>Monday – Thursday:</u></b>
<b><u>Ceremony and</u></b> <b><u>Reception - outside</u></b> 7 hour minimum	<u>\$875</u> for 7 hours	<u>\$700</u> for 7 hours
<b><u>Ceremony only –</u></b> <b><u>outside</u></b> 3 hr. minimum Fewer than 20 people- 2 hr. minimum	<u>\$ 375</u> for 3 hours  <u>\$ 250</u> for 2 hours	<u>\$ 300</u> for 3 hours  <u>\$ 200</u> for 2 hours
<b><u>Reception only-</u></b> <b><u>outside</u></b> 5 hour minimum	<u>\$ 625</u> for 5 hours	<u>\$500</u> for 5 hours

*additional hours available at \$125 per hour*

- **Rental hours include** the *ceremony and/or reception*, as well as, *the set up and clean up time of the caterer and/or renter and any deliveries*. Rental hours, also, include a *1 hour rehearsal time* for the wedding ceremony to be held the day/evening before the wedding.
- If the event goes **over the time agreed upon**, there will be an additional fee of \$150 per hour or any increment thereof.
- The renter is responsible for the **rental of tent, tables, chairs**, etc.
- Maximum **number of guests** is 175.

- If your event is a ceremony only, a **refundable Security Deposit** of \$150 will be added to the rental fee.
- If your event includes a reception, a **refundable Security Deposit** of \$ 250 will be added to the rental fee.
- The Security Deposit will be **refunded** within 7- 10 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
- Use of a room in the house for the bride and her attendants to dress and a room for the groom and his groomsmen
- Use of the grounds and gardens for engagement and pre-wedding photography sessions at no charge
- Electrical service
- Parking in designated areas
- A Friends of Belmont Hall representative on site during your rental time
- Handicapped accessible restrooms available in the house for events for 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.
- A **Security Deposit** of \$ 250 for a ceremony and reception on site or \$150 for a ceremony only is also due **60 days prior** to your event.

### **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.

### **Terms and 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.
- Renters are restricted to using only those **spaces under contract** and may not use non-rented spaces without special arrangements.
- We request that guests use only biodegradable items to toss at the wedding couple, such as bird seed, bubbles, or real flower petals. In order to protect birds, **rice and artificial flower petals will not be permitted**.
- **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.** Please inform your guests.
- **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.
- **All food** served must be prepared by a licensed and insured caterer or business.
- 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 at least two weeks in advance of your event.

If your caterer has previously given us this agreement the caterer might not have to provide another agreement.

- 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** may only be served to persons at or above the age of twenty-one and may not 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** and will supervise the serving of champagne or wine during the reception. 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**.
- **Food and beverage items** may not be placed on tables and other surfaces in the house that are not covered.
- **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 by the Belmont Hall staff 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 **\$ 175 per hour** or any increment thereof will be charged if the agreed upon rental time is exceeded.

9/15