

Belmont Hall's House Rentals
for Parties, Showers and other Social Events

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Historic Belmont Hall offers a memorable venue for bridal and baby showers, small rehearsal dinners and special celebrations. Guests are encouraged to explore the first floor of the home and enjoy the grounds while visiting the site. Guidelines have been established to respect the integrity of this historic property and to ensure a successful event for our guests.

Belmont Hall is available for rental from 8:30 am to 10:30 pm all year round except holidays. Due to the size and special historical nature of Belmont Hall limits are placed on the number of guests. **The maximum number of guests in the house is 50.**

House Rental Rates:

	<u>Fridays</u>	<u>Saturdays and Sundays</u>	<u>Mondays – Thursdays</u>
<u>Parties,</u>		\$330 for 3 hours minimum	\$240 for 3 hour minimum
<u>Dinners,</u>		For 25 or fewer people:	For 12 or fewer people:
<u>Showers,</u>		\$220 for 2 hour minimum	\$160 for 2 hour minimum
<u>Social Events,</u>			
<u>etc.</u>		<i>additional hours-</i> \$110 per hour	<i>additional hours-</i> \$80 per hour

Local non-profit community organizations will receive 50% off the rental fee on week days except for Friday evenings.

- All house rentals include the use of **available chairs and tables.**
- **Due to the size of rooms** in this historic house our largest room will accommodate only 30 people or less for a **seated dinner or luncheon.** For larger events of up to 50 the guests would be seated at tables in two or all three rooms.
- Most renters using the house have **parties or showers** with only a few tables set up for guests and food. The guests mingle and move between the three rooms downstairs. Often a few rented high top tables are utilized.
- In good weather your house event can **flow outside into the porch and gardens.**
- **Rental hours** include **deliveries, set up, and clean up** after the event. Clean up time must take place immediately after the event and be done within your contracted time.
- There will be extra charges for **exceeding your rental time.** If your event goes over the agreed upon time, there will be an **additional fee of \$125 an hour** or any increment thereof.
- A refundable **Security Deposit** of **\$250** will be added to the rental fee. This 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 rooms in the house that have been agreed upon
- Use of the portico on the south side of the house
- In pleasant weather the use of the Sunken Garden area
- Electrical service
- Parking in designated areas
- Use of the two handicapped accessible bathrooms on the first floor
- Use of available tables and chairs for inside events
- Use of presentation equipment available in house
- Use of our USB internet connection
- A Friends of Belmont Hall staff member on site during your rental time
- Use of our caterer's serving kitchen

To reserve a date:

Contact a Friends of Belmont Hall staff person at 1-302-264-9048 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** before your event.
- The **Security Deposit** of **\$250** is due **60 days** prior to your event.
- If you are planning an event on **shorter notice than 30 days**, the **entire rental fee and a Security Deposit** are *due when your contract is signed or in some circumstances at a time agreeable to both parties*.

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, renter 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.
- **Vehicles** are not permitted to drive or park on walkways or the grounds except for in designated 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, however, 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 over night.
- **The State of Delaware now prohibits smoking on all State owned properties.**
- Burning **candles** are not permitted in the house.
- **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.
- **Food** that is prepackaged and food prepared by licensed businesses and purchased by the renter is **permitted for small events**. For **larger events** food may not be served unless it is prepared by a licensed caterer. **Food cooked in private homes is not allowed.**
- **Caterers** are often required for events over 30 people and highly recommended for most events. Having a caterer allows the renters to enjoy their event without the worry of preparing food, keeping it warm, serving the food, and cleaning up. All caterers are required to sign our Catering Use Agreement and to have a valid business license and insurance. The Friends of Belmont Hall must have the signed Catering Use Agreement with copies of business license and liability insurance **2 weeks in advance of your event**.
- If caterers are used, the caterers are responsible for the **clean up and removal of trash**. The property must be left in "as found" condition.
- If a caterer is not used, not contracted to clean up, or leaves before the event is over, **then 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.
- **Break down and clean up** must take place immediately after your event. This does not include vacuuming.
- If more than the usual and customary clean up of the house is required or if damage to Belmont Hall or its grounds has occurred during your event, **your Security Deposit may be forfeited.**

- **All personal property** must be removed from the premises by the end of your rental time. The Friends of Belmont Hall will not be responsible for any items left on the property including rental items.
- 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 can not be served to anyone who appears to be intoxicated.
- Having an **ABC certified bartender** for your reception makes your event easier for you and your guests. The bartender would serve all alcoholic beverages and would supervise the serving of champagne or wine during your reception. Your caterer should be able to provide a certified bartender or could help you find one to hire for your event.
- If a bartender is not used, one **designated person** must be the only person serving 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. 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 or other surfaces in the house that are not covered.
- All **minors** must be accompanied and supervised by an adult.

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