

## Belmont Hall's House Rentals For Meetings, Retreats, Training Sessions, Seminars and Corporate Functions

Located in the center of Delaware, Historic Belmont Hall is a unique and convenient venue for business meetings, retreats, training sessions, and seminars, for meetings of nonprofit organizations, and for corporation functions. There are three large rooms downstairs with the possibility of using two rooms upstairs. The capacity of the historic mansion is 50 people spread through out the three downstairs rooms. Our largest room's capacity is 40 people seated theater style or 25 at tables. See House Parties, Showers, Dinners, etc. for rates for business parties **or** See Grounds and Gardens Rentals for outside functions.

### House Rental Rates for Meetings, etc:

	<u>Friday evenings, Saturdays and Sundays</u>	<u>Week days</u>
<u>Meetings:</u>	\$70 an hour 3 hour minimum	\$35 an hour 2 hour minimum

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

- **Rental hours** include deliveries, set up, and clean up after the event. Clean up time must take place immediately after the meeting, retreat, or function.
- A Friends of Belmont Hall representative will open the doors at the agreed upon time in the contract.
- There will be extra charges for exceeding your rental time.

### **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 and grounds for breaks, lunch, or informal meetings
- Electrical service
- Parking in designated areas
- Use of the two handicapped accessible bathrooms on the first floor and one bathroom upstairs, if applicable
- Use of available tables and chairs
- Use of available presentation equipment in house (easels, screen, flip chart)
- 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 302-264-9048 or email us at **belmonthall.de@gmail.com** .

Your date and time will be confirmed upon receipt of a **signed contract**.

**Payment Schedule:**

- The initial **nonrefundable deposit** is **fifty percent** of the rental fee and should be received along with a signed contract to *reserve the date and time of your event*.
- The **rental fee balance** is due on or before the day of your event.
- If the renter is a **nonprofit organization** or **state agency** there is no deposit required, but a cancellation fee will be charged if there is a cancellation 30 days or less before the event. See below. The total balance for rental is due on or before the day of your event.

**Form of Payment:**

Payment is accepted by check or money order made payable to Friends of Belmont Hall, Inc. It can be **brought to the meeting** or **mailed** to the following:  
The Friends of Belmont Hall, Inc.  
P.O. Box 148  
Smyrna, DE 19977

**Cancellation Policy:**

- If the event is canceled 30 days or less before the event, the deposit will be forfeited **or** when a deposit has not been made then **fifty percent of the rental fee** will be charged as a cancellation fee.

Renter's Initials: \_\_\_\_\_

## Terms and Restrictions for Meetings

- Renters are restricted to using **only those spaces under contract** and may not use non-rented spaces without special arrangements. A brief tour of the house can be arranged upon request.
- The State of Delaware now **prohibits smoking** in and on all State owned properties.
- **Posting on the walls** of the house or other surfaces is prohibited. This includes Post-It Easel Paper. Please use easels or cork/mark & wipe board. Check with your Friends of Belmont Hall representative if what you are using is appropriate.
- For **food and beverages** during your meeting, a renter can choose from several options:
  1. Choose the **caterer** of your choice to come to the house and serve breakfast, lunch, snacks, etc. The Friends of Belmont Hall require that caterers sign our Catering Use Agreement and be licensed and insured. We do not require a specific caterer but we do have a list of recommended caterers from which you can choose.
  2. Have the attendees bring their own **“brown bag” lunches**.
  3. Bring **prepackaged food or food prepared by a licensed business**, with receipts. The renter will be responsible for serving the food and will need to bring utensils, paper plates, etc. The renter will be responsible for clean up.
  4. Pick a **service offered** by the Friends of Belmont Hall. We offer an all day **Beverage Service** for \$2 per person, and a **Continental Breakfast** for \$6.50 per person that includes all day beverages. Discuss these options with a Friends of Belmont Hall representative.
- If a caterer is not used, the **renter will be responsible for clean up**. The property must be left in “as found” condition.
- **Break down and clean up** of your equipment must take place immediately after the event. All **personal property** must be removed from the premises by 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.
- **Vehicles** are not permitted to drive or park on walkways or 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.
- Any **fundraising activity** must be approved in advance by a Friends of Belmont Hall committee.