

Location address:
217 Smyrna Leipsic Rd.
Smyrna, DE

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P.O. Box 148
Smyrna, DE 19977

Historic Belmont Hall Rentals

Grounds and Gardens Wedding Rentals

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:

	<u>Friday, Saturday & Sunday:</u>	<u>Monday – Thursday:</u>
<u>Ceremony and Reception - outside</u> 8 hour minimum	<u>\$1200</u> for 8 hours	<u>\$1000</u> for 8 hours

<u>Ceremony only – Outside</u> 3 hr. minimum	<u>\$450</u> for 3 hours	<u>\$ 375</u> for 3 hours
<i>Fewer than 25 people- 2 hr. minimum</i>	<i><u>\$ 300</u> for 2 hours</i>	<i><u>\$ 250</u> for 2 hours</i>

<u>Reception only- outside</u> 6 hour minimum	<u>\$ 900</u> for 6 hours	<u>\$750</u> for 6 hours

Security deposit:

\$150 for ceremony only, \$300 for ceremony & reception or reception only.

Additional hours available Fri., Sat. Sun at \$150 p/hr.; Mon.-Thurs. \$125 p/hr.

Additional hours must be added at least one week prior to wedding date.

Rental Information

Rental Hours:

- Rental hours include the *ceremony and/or reception*, as well as, *the set up and clean up time of the caterer and/or renter. This includes any use of the house.* Rental hours may include a 1 hour for a rehearsal to be held the day before the wedding.
- If the event goes **over the contracted time**, an additional fee of \$200 per hour or any increment thereof will be charged.
- Your **event must end at least one half hour** (30 min.) before the end of your rental time in order to allow for clean up.

Security Deposit:

- A Security Deposit is required for any rental. The Security Deposit is returned unless there is more than the usual and customary clean up required, you have exceeded your contracted time, or there is damage to the house or grounds.
- A separate check or money order is requested that is not deposited and is returned within 7- 10 days after the event.
- If your event is a **ceremony only**, the **refundable Security Deposit** is \$150 .
- If your **event includes a reception**, the **refundable Security Deposit** is \$300 .

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 extra charge
- Electrical service
- Parking in designated areas
- A Friends of Belmont Hall representative on site during your entire rental time
- Handicapped accessible restrooms available in the house for outside ceremonies and house events. If your outside event (ceremony with reception, reception, party, etc.) exceeds **60 guests** you will need to rent at least one portable restroom or a restroom trailer to supplement the inside restrooms. This does **not pertain if you are having a ceremony without a reception!**
- Use of our caterer's prep kitchen.
- The renter is responsible for the **rental of tents, tables, chairs**, etc.
- Maximum **number of guests** is 150.

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 **\$150** for a ceremony only, **or \$300** for a ceremony and reception is also due **60 days prior** to your event. This should be a separate check or money order.

Form of Payment:

Payment is accepted by check, money order or cash made payable to Friends of Belmont Hall, Inc. Cash may not be used as a form of payment for the Security Deposit.

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 *60 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 final number of attendees 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 by 10% or 150 people, 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. **Rice, artificial flower petals, confetti, glitter, and silly string is strictly prohibited to protect wildlife.**
- **Vehicles** are not permitted to drive or park on walkways or on areas of the grounds that are not designated parking areas. Talk to the Friend of Belmont Hall representative for places to be used as extra parking areas.
- All guests **must vacate** at the conclusion of the event and vehicles are not permitted to remain after hours. The 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.

- **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 **minors** must be accompanied and supervised by an adult.
- **Torches, Chinese sky lanterns, campfires, fireworks, or other pyrotechnics** are prohibited.
- 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.
- There will be extra charges for **exceeding your rental time**. An extra fee of **\$ 200 per hour** or any increment thereof will be charged if the agreed upon rental time is exceeded.

Food

- **All food** served must be prepared by a licensed and insured caterer or business. No food that has been cooked in private homes is permitted.
- Belmont Hall reserves the right to ask caterers for a valid business licenses and proof of insurance. Caterers who have not previously worked at Belmont Hall must sign and return our Catering Agreement no later than **two weeks prior** to the event. It is recommended that first time caterers come for a **site visit** no later than 7 days prior to the event. Belmont Hall has a prep kitchen but not a full service kitchen.
- Food trucks are permitted but must supply their own generator. They may not plug into our electric system.
- Inside the house, we require that **cold beverages** not be placed directly on wooden tables or furniture without something under them to protect the antiques.

Clean Up:

- **At the conclusion of your event all trash should be in trash bags in the dumpster and personal items and leftover food are to be thrown away or removed from the property. Be sure that clean up is part of your contract with your caterer.** 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 placed in the Trash Dumpster found in one corner of the parking lot. **Important: If any trash is placed in the Recycle Dumpster there will be a \$125**

fine that will be deducted from the Security Deposit. Therefore, in order to avoid the fine, we advise you to place all trash, garbage, and recyclables in plastic bags and place them in the Trash Dumpster only!

- **Clean up and break down** must take place at least **one half hour before your contracted end time** unless prior arrangements have specifically been made with the Friends of Belmont Hall.* The premises must be left in “as found” condition.
- Your **Security Deposit** may be forfeited 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.
- *Ask about our offer to allow you to return on the morning after your event to complete your clean up.

Tobacco Restrictions:

The State of Delaware prohibits use of all tobacco products on all State owned properties including cigarettes, cigars, vaping, dip, etc. There is to be no smoking in the house or on the property including the parking lot. **Please inform your guests.**

Alcohol Restrictions:

*It is our desire to allow the consumption of alcohol on the Belmont Hall property for the enjoyment of guests, however, with the consumption comes a great deal of responsibility on behalf of everyone at the event. **Our goal is to host unique, pleasant and tasteful events at Historic Belmont Hall.** We hope that your goals coincide with ours.*

- 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.
- The **renter/host can supply his/her own liquor** for their function if that arrangement is made with the caterer. However, **your guests are strictly prohibited from bringing their own alcoholic beverages onto the property.**
- 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**: An ABC certified bartender is not required, but **one designated person** must supervise the distribution of **all alcoholic beverages**. This person can be someone provided by the caterer or someone the host designates. **No guests are allowed to serve themselves alcoholic beverages.**

- For the safety of all guests, loitering and/or consumption of alcohol in the **parking area or other areas of the grounds besides the designated area of the event is strictly prohibited.**
- If the Friends of Belmont Hall's staff deems that **alcohol consumption** has become excessive the staff shall have the authority to stop all alcohol service and/or evict inebriated guests or the renters from the property. The renter will have the responsibility to see that inebriated guests do not attempt to drive and to be sure that the inebriated person or persons have a safe way to reach home.
- The Friends of Belmont Hall reserve the right to request any person or group of people who are **acting unruly and contrary to the regulations** found in the signed contract to leave the property. If the request to leave is not met immediately assistance from law enforcement agencies may be required.