

1/18 INFO

**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 60 people; however, if your event exceeds 60 guests you will need to rent a portable restroom (s) 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](mailto: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.

## 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.
- If the event is over 60 people, the renter might be required to supply at least one **portable toilet** to supplement inside bathrooms.
- 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 prohibits smoking including the use of electronic smoking devices on all State owned properties.** *Please be sure that guests are aware of this restriction.*
- **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.
- **Torches, Chinese sky lanterns, campfires, and fireworks or other pyrotechnics** are prohibited.
- 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 your agreed upon rental time is exceeded

## Food and Alcohol

- **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**.

- 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. Please check with us if your caterer has worked at Belmont Hall in the past since they only need to sign our catering agreement one time.
- **Hired 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 you decide to use **a food truck** it must be powered by a generator provided by the caterer.
- 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 and will supervise the serving of champagne or wine during the event. Your caterer should be able to provide a certified bartender or could help you find one to hire for your event. Having a certified bartender is always a good choice.
- For events of **50 or fewer guests**: An ABC certified bartender is not required but, one **designated person** must be the only person serving 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.
- 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 beverages 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.
- 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.
- For the safety of all guests, loitering and consumption of alcohol **in the parking area** 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/lessee 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.

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- The Friends of Belmont Hall reserve the right to 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.**

### Clean Up

- **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** the caterers leave before the renters or if caterers are 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 in one corner of the parking lot. Put **all trash and recyclables in bags and place the bags in the Trash Dumpster only** to avoid fines.
- 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 Recycling Dumpster there will be a \$125 fine that will be deducted from the Security Deposit. Therefore we advise that you place all recyclables and trash in plastic bags and put them only in the Trash Dumpster to avoid fines.** 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.
- **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
- If more than the usual and customary clean up after your event is required or if damage to Belmont Hall or its grounds has occurred during your event, your **Security Deposit** may be forfeited.

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