

Belmont Hall's House Rentals
for Weddings

The historic house of Belmont Hall offers a memorable venue for intimate weddings, renewal of vows, and other ceremonies and receptions. 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, but the number can be lower depending on the type of wedding planned. See below.**

House Rental Rates:

	<u>Fridays</u>	
	<u>Saturdays and Sundays</u>	<u>Mondays – Thursdays</u>
<u>House Reception only</u>	\$800 for 5 hours minimum <i>For 25 or fewer people: \$480 for 3 hrs. minimum</i> <i>additional hours- \$160 per hour</i>	\$650 for 5 hours minimum <i>For 25 or fewer people: \$390 for 3 hrs. minimum</i> <i>additional hours- \$130 per hour</i>
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<u>House Ceremony only</u>	\$300 for 2 hours minimum <i>For 15 or fewer people: \$150 for 1 hr. minimum</i> <i>additional hours- \$150 per hour</i>	\$240 for 2 hours minimum <i>For 15 or fewer people: \$120 for 1 hr. minimum</i> <i>additional hours- \$120 per hour</i>
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<u>House Ceremony and House Reception</u>	\$ 1,120 for 7 hours minimum <i>For 25 or fewer people: \$640 for 4 hrs. minimum</i>	\$910 for 7 hours minimum <i>For 25 or fewer people: \$520 for 4 hr. minimum</i>
<u>or</u>		
<u>Sunken Garden outdoors Ceremony and House Reception</u>	<i>additional hours- \$160 per hour</i>	<i>additional hours- \$130 per hour</i>

- If you would like a **rehearsal** for your ceremony then the rental hours would include rehearsal time the day/evening before the ceremony.
- **Rental hours include deliveries, set up in the house, and clean up** after the event. Clean up time must take place immediately after the event and be done within your contracted time.
- Additional hours must be added at least one week prior to wedding date.
- If your event goes over the contracted time, there will be an **additional fee of \$200 an hour** or any increment thereof.
- If your event is a **reception only** or a **ceremony only** a *refundable* **Security Deposit of \$150** will be added to your rental fee.
- If your event is a **ceremony and a reception** the *refundable* **Security Deposit will be \$300.** The 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 was damage to Belmont Hall or its grounds.
- All house rentals include the use of **available chairs and tables** in the house. Belmont Hall does **not** provide chairs for outside ceremonies.
- **Due to the size of rooms** in this historic house approximately 15 to 40 people can be seated for a **ceremony** depending on the size of each room. For a short ceremony about 40 people can stand while a few are seated in one room. The Sunken Garden just off the side porch is available for ceremonies and can seat 150 (see Sunken Garden and House Reception, page 1).
- The dining room will accommodate up to 25 to 30 people for a **seated reception**. Thirty to fifty seated guests would have to be spread out in the three downstairs rooms. Most couples wanting over 30 people for their reception in the house have “**cocktail party type**” **receptions** with only a few tables set up for serving food and scattered chairs to give some guests a place to sit. The guests mingle and move between the three rooms available for guests downstairs. Often a few rented high top tables are utilized.
- In good weather your house event can **flow outside into the gardens.**

Rental fees include:

- Use of the rooms in the house that have been agreed upon
- Use of the portico (porch) 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 and one bathroom upstairs, if applicable

- Use of available tables and chairs for **inside** events
- Use of presentation equipment available in house
- Use of our Wireless WIFI
- A Friends of Belmont Hall staff member on site during your rental time
- Use of our caterer's serving kitchen
- 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.

To reserve a date:

Contact a Friends of Belmont Hall staff person at [1-302-264-9048](tel: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 **\$ 150** (ceremony only) or **\$300** (reception) are 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.

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, 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.
- We request that guests **use only biodegradable items to toss or drop** outside at the ceremony, such as bird seed, bubbles, and **real** flower petals. In order to protect wildlife, **rice, artificial flower petal, confetti, glitter, and silly string is strictly prohibited**.
- **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 prohibits smoking on all State owned properties**. There is to be no smoking including the use of electronic smoking devices in the house or on the property including the parking lot. *Please inform your guests*.
- Burning **candles** are not permitted in the house.
- All **minors** must be accompanied and supervised by an adult.
- **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, fireworks, or other pyrotechnics are prohibited**.
- 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 **\$150 per hour** or any increment thereof will be charged if the agreed upon rental time is exceeded.

Food and Alcohol

- **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 usually required for events over 25 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 the caterer has previously given us this Agreement the caterer might not have to provide another agreement.
- To protect surfaces of tables in the house we require that **cold beverages** not be placed directly on wooden tables or furniture without something placed under them. **Hot serving dishes** must not be placed on any surface without something under them.
- 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 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.
- The **renter/host** can supply his/her own liquor for his function if that arrangement is made with the caterer (if hiring one). However, **your guests are strictly prohibited from bringing their own alcoholic beverages** onto the grounds or house.
- 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 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.
- 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.

Clean Up

- 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 or 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. Then the bags must be 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!***
- 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.