

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

1/18INFO

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, however the number can be lower depending on the type of event planned. See below.**

**House Rental Rates for Parties, Dinners, Showers, Social Events, etc.**

<b><u>Fridays</u></b>	<b><u>Mondays – Thursdays **</u></b>
<b><u>Saturdays and Sundays*</u></b>	
\$375 for 3 hours minimum	\$255 for 3 hours minimum
<i>For events of 25 or fewer people: \$250 for 2 hour minimum</i>	<i>For events of 25 or fewer people: \$170 for 2 hour minimum</i>
<i>additional hours-</i> \$125 per hour	<i>additional hours-</i> \$85 per hour

**Refundable Security Deposit for all in house events: \$250**

**\* Fees for Fri., Sat., and Sun. for Jan., Feb., & Mar. is the same as weekday fees.**

**\*\*Fees for Mon.-Thurs. for Jan., Feb., Mar. are \$210 for 3 hrs. or \$140 for 2 hrs.**

*Local(Smyrna/Clayton) non-profit community organizations (does not include government departments) will receive 50% off the rental fee except for Saturdays.*

**HOURS RENTED INCLUDE DECORATING/ CLEAN UP AND SET UP (except for tables and chairs. Staff will set up tables and chairs according to your plan.)**

- 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 25 people or fewer for a **seated dinner or luncheon.** For larger events of up to 45 the guests would be seated at tables in two rooms with the buffet in separate room.
- 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 among the three rooms downstairs. Often a few rented high top tables are utilized. This could accommodate 50 people.
- In good weather your house event can **flow outside on to 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 \$150 an hour** or any increment thereof.
- A refundable **Security Deposit** of **\$250** will be added to the rental fee. This deposit should be made with a separate check and will be refunded within 7-10 days of the event unless there is more than the usual and customary clean up required and/or 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 Wireless WiFi internet connection
- A Friends of Belmont Hall staff member on site during your rental time
- Use of our caterer's serving only 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 .

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 (separate check)** of **\$250** is due **60 days** prior to your event.
- If you are planning an event on **shorter notice than 60 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, money order made payable to Friends of Belmont Hall or cash.

### **Cancellation Policy:**

- The **initial deposit** is nonrefundable.
- 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 maximum number attending 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**. Capacity: 50 people.
- 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. Cars must use 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.
- Belmont Hall is a property of the State of Delaware. Therefore, **smoking or the use of electronic smoking devices is not allowed in the house or on the property including the parking lot. Please inform your guests.**
- Burning **candles** are not permitted in the house.
- **Pets** are not permitted on the grounds or in the house 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.

## Food and Alcohol

- **Food** that is prepackaged (cheese and crackers, etc.), food prepared by a licensed business or by a licensed and insured caterer is **permitted**. **Food prepared and 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. Check with us if your caterer has already worked at Belmont Hall since they only have to sign the agreement the first time they work at Belmont.**
- 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 in one corner of the parking lot. **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, in order to avoid the fines, **we advise you to bag trash, garbage, and potential recycling items together and place them ONLY in the Trash Dumpster!** All trash bags must be removed from the house at the end of rental time.

- To protect surfaces of tables we require that **cold beverages** not be placed directly on *wooden* tables or any *wooden* furniture without something under them. **Hot serving dishes** must not be placed on any surface without something under them to protect the surface.
- 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.
- **The renter/host can supply his/her own liquor** for the function if that arrangement is made with the caterer. **However, your guests are strictly prohibited from bringing their own alcoholic beverages onto the property.**
- Having an **ABC certified bartender** for your reception makes your event easier for you and your guests. The bartender must serve all alcoholic beverages. 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.
- If the Friends of Belmont Hall's staff or the ABC bartender on duty deem that alcohol consumption has become excessive the staff has the **authority to stop all alcohol service and/or evict inebriated guests or renters** from the property. The renters will have the responsibility to see that inebriated guests do not attempt to drive a vehicle and to be sure the inebriated person has a **safe way** to reach home.
- For the safety of all guests, loitering and consumption of alcohol in the **parking area** is strictly prohibited.

### **Clean Up**

- 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.