



**RENTAL RULES AND AGREEMENT FOR STENTON, ADMINISTERED BY
THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA IN THE
COMMONWEALTH OF PENNSYLVANIA**

1. This document outlines the terms and conditions for the proposed use of the grounds at Stenton, an historic mansion, 4601 N 18th Street, Philadelphia 19140 by XXXX for XXX. The Stenton mansion may be used as a setting for XXXXX beginning at XXX am/pm and finishing at XXXX am/pm . The number of attendees is anticipated to be XXX.
2. Use of the facility cannot be scheduled if such use conflicts with the normal activities of Stenton Historic Site or The National Society of The Colonial Dames of America in the Commonwealth of Pennsylvania, NSCDA/PA.
3. It is understood that personnel involved with the event will have access to the following designated areas of the Stenton mansion and grounds:
4. Refreshments will be provided by the renter. This may include the use of caterers' appliances and equipment for the preparation of food in a place agreed upon with the Stenton staff. Clean up is the sole responsibility of the renter.
5. Guests under thirteen (13) years of age must have adult supervision at all times
6. A maximum of 200 persons is permitted.
7. All events must end no later than 9PM. If the renter plans to be on the premises after sunset, renter must hire an electrician to provide outdoor lighting for the property. Expense of lighting is the responsibility of the renter. Electrician must be approved by the Stenton staff. Arrangements for set up of lighting must be made with the Stenton Program Coordinator.
8. As Stenton is a National Historic Landmark, the preservation of its buildings, grounds and collections is paramount. Renter is not permitted to suspend any decorations from the buildings or building components. All set-up and decorating plans must be approved by Stenton staff.
9. All caterers must meet and be approved by the Stenton Museum staff prior to the event.
10. For larger weddings and events, the caterer and/or renter is/are permitted three hours to set up prior to the event during normal business hours only (9AM – 4PM) which will be included in the total rental fee. Any hours outside of normal business hours or beyond the allotted three hours will added to the total fee for the event at the rate of \$100/hr. Any additional charges for set up time are at the sole discretion of the Stenton Museum staff. All set up arrangements must be made in advance and

approved by Stenton staff members. For weddings and larger events, a \$100 administrative fee will apply to the total cost which will include visits to the site and/or phone calls pertaining to the event.

- 11.** The caterer and/or renter is responsible for the following:
 - a. Clean and tidy all used areas.
 - b. Clean used sink and/or oven.
 - c. Rental equipment must be removed from Stenton's grounds by the next business day.
 - d. Remove all trash and garbage from premises. **(MUST BE REMOVED SAME DAY AS EVENT)**
 - e. Set up and break down of all tables and chairs for event (Stenton tables and chairs must be broken down and returned to where they were found, unless otherwise directed by Stenton staff).
 - f. Provide all linens, silver, glasses, china, and portable kitchen equipment, utensils, etc.
 - g. Please prepare well. If any equipment or utensils are forgotten, **WE DO NOT AND WILL NOT** loan anything out that was not specified in your contract.
 - h. Bring dish detergent, dishcloths, trash bags, paper towels, extension cords, and any other supplies needed. Please prepare well. If any supplies are forgotten, **WE DO NOT AND WILL NOT** loan anything out which was not specified in your contract.
 - i. Unless specified for caterer's use, all storage areas in the kitchen drawers, cabinets, closets, utensils, and appliances are off limits.
 - j. Caterer must take all equipment, food, etc. the same day of the event, unless rented.
 - k. The Renter must take all gifts, decorations, flowers, etc. with them the same day of the event, unless special arrangements are made and approved by the Stenton staff. All special arrangements must be made at least one week before the event date.

- 12.** The Stenton Program Coordinator must be notified at least seven (7) days in advance of caterer's arrival time, as well as arrival times of florist, rental services, and others.

- 13.** The Stenton Program Coordinator must be informed in detail and approve floor plan set up, decorations, location of chairs and tables, and any equipment being used or rented.

- 14.** Caterer must provide current Certificate of Insurance for each event one month in advance of event date. Caterer must provide the following coverage:
 - a. Public liability, bodily injury, and property damage, including products liability and host liquor liability of liquor law liability with limits of \$1,000,000.00 each occurrence, or bodily injury and property damage combined.
 - b. Auto liability with \$1,000,000.00 employer liability.
 - c. Workmen's compensation with \$1,000,000.00 employer liability.

- d. The Certificate shall name Stenton/ NSCDA/PA as additional insured with respect to operations at Stenton/ NSCDA/PA premises. This certificate will be kept on file. If policy is changed, the current one must replace it.
15. Beer kegs, shots are **NOT** permitted. **NO EXCEPTIONS**. If you are having wine/beer service during dinner, it **MUST** be served by the catering staff.
16. Renter and Caterer must agree to refuse to serve alcoholic beverages to any person attending who appears to be intoxicated. Caterers are advised to instruct their bartenders and employees not to serve alcoholic beverages to anyone who is under age or visibly inebriated.
17. Caterer must make sure that all bars are manned at all times.
18. Bar facilities may be set up in the designated bar areas only. Coverings should be put down on the floor before the bar is set up. **ALL BARS MUST CLOSE 15 MINUTES PRIOR TO THE SCHEDULED END OF THE PARTY**. Failure to do so will result in overtime charges.
19. Renter is fully responsible for any damage, problems, loss of equipment caused by them, their guests, Caterer, and all other vendors hired for the event. Renter must agree to indemnify Stenton/ Colonial Dames for any such damage or loss. In addition, Renter will indemnify and hold Stenton/ Colonial Dames harmless for any damage, loss or injury to the person or property of Renter, their agents or their guests.
20. Stenton/ NSCDA/PA will not reimburse Renter, their guests, or their caterer for any items that are left or lost at Stenton, 4601 N. 18th Street.
21. Prior approval of the Stenton Program Coordinator is required for any planned entertainment.
22. The Stenton Program Coordinator must approve any change in plans or arrangements.
23. Throwing of rice, confetti, or rose petals is prohibited.
24. Renter shall not assign or transfer this lease or sublet the premises, or any part thereof, or permit the same to be occupied by anyone other than the Renter, his agents, invitees, and guests for the purpose set forth herein.
25. Renter may arrange for a special duty security officer at least three (3) weeks prior to the event date. The Stenton Program Coordinator is to be advised of any extraordinary security arrangements deemed necessary, and will make such arrangements as requested. Renter will assume the cost for these arrangements.
26. Plants and flowers must be kept in double containers to prevent spillage.
27. Candles must be protected. The Stenton Program Coordinator must approve the use of candles. Candles may not be used indoors under any circumstances.

28. Stenton can provide a ramp for any guest that needs it.

29. Musicians must **STOP PLAYING 10 MINUTES** (plan accordingly for last song.) prior to the scheduled end of the party. Failure to do so will result in overtime charges. We do not supply extension cords for musicians use. We recommend that musicians schedule a visit to the site. Be aware that we have neighbors. Your guests should be able to hear your event music, not our neighbors. Our neighbors have the right to call police if music is too loud and it is disruptive in any way. This includes any indoor and outdoor music.

30. Meetings with caterer, florist, musicians, etc. are by appointment only. These arrangements must be made in advance with the Stenton Program Coordinator and may be scheduled between 10:00 am – 3:00 pm Monday through Friday. There are no weekend office hours.

FEE INFORMATION:

31. Rental fee is \$100/hr. plus \$25/hr staff time during regular hours of operation, or \$200/hr. plus \$25/hr staff time *for each staff person* for rentals outside of regular hours. Adequate site staff person must be present at any function. Required number of staff members is at the sole discretion of Stenton Museum. A late fee of \$100.00 per day for each day late will apply for payments not received by the final payment due date.

32. A 50% deposit is required to reserve a date, with total charges to be paid at least ten (10) days before the event date.

33. All cancellations must be in writing.
A sixty (60) day written notice of cancellation will result in 100% refund of your deposit.
A thirty (30) day written notice of cancellation will result in 50% refund of your deposit.
Less than a thirty (30) day written notice of cancellation will result in NO REFUND.

I have read the rental rules and will be responsible for insuring that the above rules and regulations will be followed, and for any damage or breakage directly resulting from our improper use of the facility during this event.

DATE OF EVENT: _____

DATE: _____ RENTER: _____

TELEPHONE: _____

DATE: _____ CATERER: _____

TELEPHONE: _____

DATE: _____ DJ/BAND: _____

TELEPHONE: _____

DATE: _____ Stenton: _____