



Jeffrey Mansion Alcohol Policy

This policy will outline the requirements for the use of alcohol at Jeffrey Mansion at events reserved by Bexley Residents (requirements will not apply for non-alcohol events). This policy will adhere to the limitations of the Jeffrey Mansion Alcohol Policy Framework passed by City Council.

Restrictions on Lessees

- A. Events in which alcohol is being served may only be reserved by residents of the City of Bexley. The Lessee (Bexley Resident) will:
1. Adhere to the rules and regulations for the facility.
 2. Be liable for the party.
 3. Be responsible for any damages to the facility.
 4. Pay for the rental.
 5. Remain the point of contact for the event, with whom Recreation staff will solely communicate.
 6. Be required to use a preferred caterer to distribute all alcohol.

Scheduling

- A. Events will be limited to Fridays, Saturdays, and Sundays and will change from open scheduling to block scheduling. The following will be the available blocks of time for booking:
1. Friday: 6pm - Midnight
 2. Saturday/Sunday: 10am – 3pm
 3. Saturday/Sunday: 6pm - Midnight
- B. All events will fall within these blocks of time and have a three hour minimum.

Preferred Caterer

- A. "Preferred Caterer" is defined as those caterers that have been selected by the Bexley Recreation and Parks Department and approved by the Bexley Recreation Board.
- B. Lessees will be required to use a preferred caterer to distribute all alcohol.
1. Alcohol may not be sold during an event.
- C. Preferred Caterers will be required to carry the following insurance:
1. Personal injury and/or property damage liability insurance coverage of no less than \$1,000,000;
 2. Automobile liability of no less than \$1,000,000;
 3. Liquor liability insurance of no less than \$1,000,000; and
 4. An Excess or Umbrella insurance policy which provides an additional \$1,000,000 of coverage that includes liquor liability coverage, and which has policy limits that are not reduced by payments made under any of the other required insurance policies.
- E. The City of Bexley, and the City of Bexley Recreation and Parks Department shall be included as an additional insured on all of caterer's required insurance policies.
- F. The above required insurance policies may not have a deductible in an amount exceeding [\$1,000] per occurrence.
- G. Caterer will be in compliance with all state and federal employment laws.

- H. Caterers will pay to the Bexley Recreation and Parks Department \$200 or 15% of the gross total of the food and beverage billed from the Caterer to the customer, whichever is greater.
- I. Caterers will be required to provide a damage deposit of \$250 to the Bexley Recreation and Parks Department. The damage deposit amount of \$250 must be maintained throughout the duration of the contract.
- J. Caterers will be charged an initial fee of \$100 to purchase cleaning equipment to be shared and used only by the preferred caterers.
- K. Preferred Caterers will have a separate contract with customers from that of the rental contract.
- L. Lessees will make a payment to the Bexley Recreation and Parks Department for use of Jeffrey Mansion separate from any payment to the Preferred Caterer of choice for food and beverage services.
- M. Preferred Caterers will take care of event set-up, decorations, and clean-up. They will have full access to designated areas of the building.
- N. Preferred Caterers will be responsible for sending a copy of their client's invoice and a copy of the client's payment (Copy of check or credit card receipt) with the Preferred Caterer's payment to the Bexley Recreation and Parks Department.
- O. Preferred Caterers must maintain current food service licenses and any other permits as required by any and all applicable laws and regulations.
- P. Preferred Caterers will be required to sign the Jeffrey Mansion Preferred Catering Agreement (see attached), which outlines the requirements that the caterers must meet.
- Q. Preferred Caterers will be required to sign the Jeffrey Mansion Preferred Expectation of Caterers Form (see attached).

Fee Structure

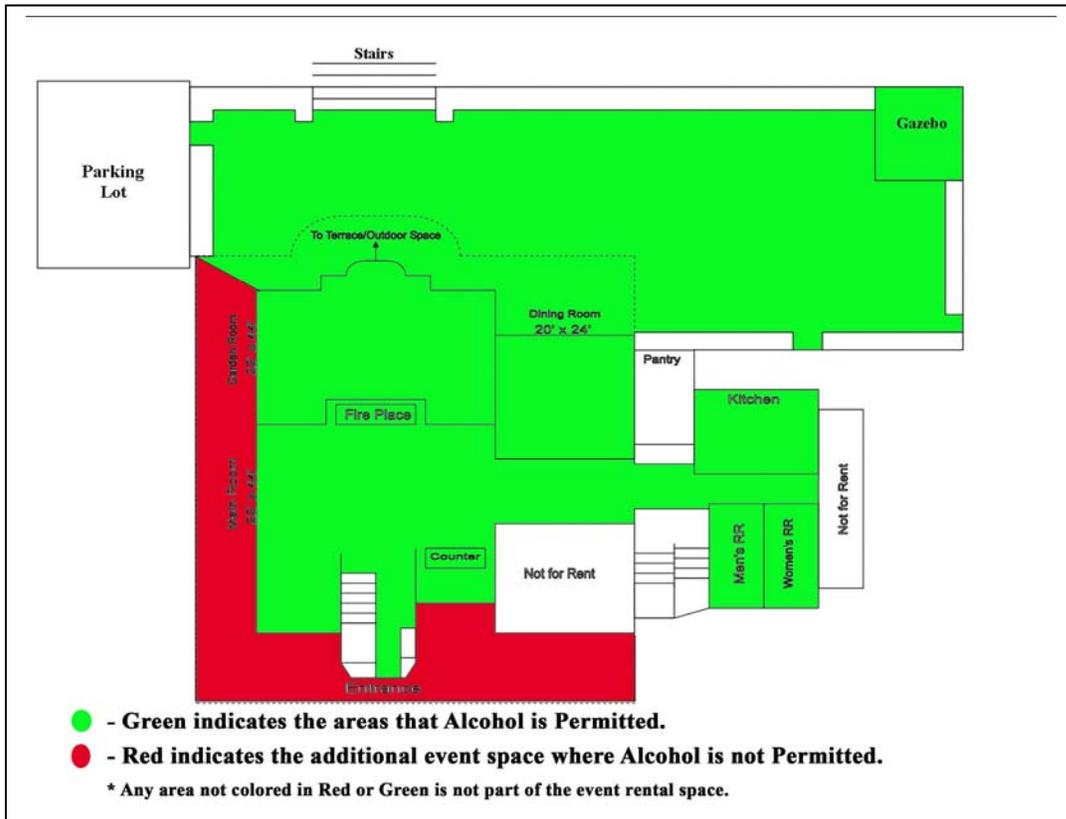
- A. The hourly rate for the rental of the Jeffrey Mansion will be \$100/hr with a minimum reservation of 3 hours.
- B. An alcohol surcharge will be assessed to the Lessee for any event that plans on distributing alcoholic beverages. That charge will be as follows:
 - 1. Saturday Evening Events, \$500
 - 2. All other events, \$300
- C. The Lessee will have to pay a \$250 deposit at the time of the reservation. This deposit can be withheld for any charges associated with a cancellation or damages.

Security

- A. Any private event in which alcohol would be consumed must have at least 1 special duty police officer on premises for the entire length of the event. Said officer must be hired and paid by the lessee. The Bexley Recreation and Parks Department reserves the right to require the lessee to hire additional police officers.
- B. Special duty officers must be hired through the Bexley Police Department.
- C. Alcohol consumption must comply with all Bexley Ordinances, Ohio Revised Code, and any and all governing laws.
- D. The Bexley Police Department retains the authority to order the lessees/participants to cease all activities and leave the premises if it is determined that is in the best interests of safety and/or general welfare.

Designated Area

- A. Alcohol is strictly limited to the following designated areas:
1. Jeffrey Mansion rental space (Main Room, Garden Room, Dining Room, Kitchen and First Floor Restrooms).
 2. Patio on the west side of the Jeffrey Mansion.
 3. First landing located on the west side of the Jeffrey Mansion.
 4. The areas shaded in green on the map below indicate the areas where alcohol is permitted.



Documents

- A. The following rental documents are required as part of the alcohol policy. These documents are attached.
1. Preferred Caterers
 - i. Jeffrey Mansion Expectations of Caterers
 - ii. Jeffrey Mansion Preferred Catering Agreement
 2. Lessees
 - i. Rental Agreement
- B. Alcohol consumption is limited to designated areas. These areas include the Jeffrey Mansion building, patio, and the adjacent first landing located on the west side of the Jeffrey Mansion (Landing with the gazebo).
- C. All rental documentation needs to be evaluated by legal counsel before the implementation of the new policies.

Recreation Board

- A. Evaluation
 - 1. On a yearly basis, the Recreation Board shall, during their normal Recreation Board meeting, review the effectiveness of the alcohol policy in promoting responsible stewardship of the mansion facility and the city's financial position.
- B. Enforcement
 - a. The Recreation Board has established methods by which to enforce responsible conformance to the Jeffrey Mansion Alcohol Policy by users of the facility. These include the holding of security deposits, and the monitoring of usage of the mansion by special duty police officers and recreation staff during events. Enforcement measures for violations of rules and regulations pertaining to the use of the mansion during the rental period have been outlined in the attached rental agreement.
- C. Communication
 - 1. Requirements of users of the Mansion and enforcement measures will be clearly communicated via rental forms, etc, and also via any promotional material.

Official City of Bexley Events

- A. Official City of Bexley events are exempt from the restrictions on days and hours; the requirement to contract with a caterer; and the use of a preferred caterer in the event that a caterer is used. For the purpose of this provision, official City of Bexley events shall be defined as events which are official City of Bexley functions and are organized and overseen by city staff and/or city officials, or fundraising events from which the majority of proceeds are reasonably anticipated to be received by the City of Bexley.