



## Jeffrey Mansion & Shelter House Reservations

165 N. Parkview Ave. – Bexley, Ohio 43209 – 614.559.4300

[www.bexley.org/facility-rentals](http://www.bexley.org/facility-rentals)

recreation@bexley.org

All Mansion and Shelter reservations must be made in-person between the hours of 8:00am and 4:30pm, Monday through Friday at the Bexley Recreation & Parks Department (BRPD). You must be 21 years of age to reserve any of the facilities. Reservations are taken on a "first-come-first-served" basis. To view availability for all facilities please go to [www.bexley.org/recreation-parks](http://www.bexley.org/recreation-parks) and click on the icon to the right (Recreation Online Registration). Online temporary requests will be accepted for Shelter Rentals only (not Mansion Rentals).

### Security Deposit Policy (All Facilities):

A security deposit (Credit Card Only) is required to be held on file at the time of the in-person reservation (\$250 for Mansion, \$40 for Shelter). The person placing the reservation under their name must be the person to put down the deposit. *Forfeiture of the security deposit includes, but it not limited to:*

- A. The permit is cancelled within 90 days of the event (Mansion).
- B. The permit is cancelled within 30 days of the event (Shelter).
- C. The facility or any items in the facility are damaged.
- D. Additional "extra" clean-up is needed from our maintenance staff after the event (inside or outside).
- E. The permit hours as requested are exceeded.

### Jeffrey Mansion

Jeffrey Mansion is located at 165 N. Parkview Ave., Bexley, Ohio 43209. **Smoking and candles (open flame) are prohibited in the Mansion.** A minimum of 14 days and a maximum of one (1) year notice must be given to rent Jeffrey Mansion.

### Rental Space: (as shown to right)

Garden Room, Main Room, Dining Room, and Kitchen  
Outdoor Space is also available.

### Alcohol Policy:

Alcohol is not permitted in Jeffrey Mansion for an event unless an Alcohol Service Agreement is obtained in person through BRPD. For a complete list of our Alcohol & Non-Alcohol Event Rules & Regulations, please visit [www.bexley.org/facility-rentals](http://www.bexley.org/facility-rentals). All Alcohol Rental Permits require a Preferred Caterer and will include an Alcohol Surcharge in addition to the hourly rate.

### Non-Alcohol Event Rates

\$100/hr: Bexley Resident

\$150/hr: Non-Resident Sponsored by Resident

\$250/hr: Non-Resident

### Alcohol Event Rates:

Hourly Rates as shown above plus an Alcohol Surcharge

\$300 Alcohol Surcharge (All Weekend Events, except Saturday Evenings)

\$500 Alcohol Surcharge (Saturday Evenings)

\$40/hr (event): Off-Duty Police Officer (Bexley PD)

### Weekend Rental Hours & Blocks:

All weekend events must fall within the hours and/or blocks as listed below. A minimum of three (3) hours is required for all events and Full payment is due no later than 14 days prior to the event.

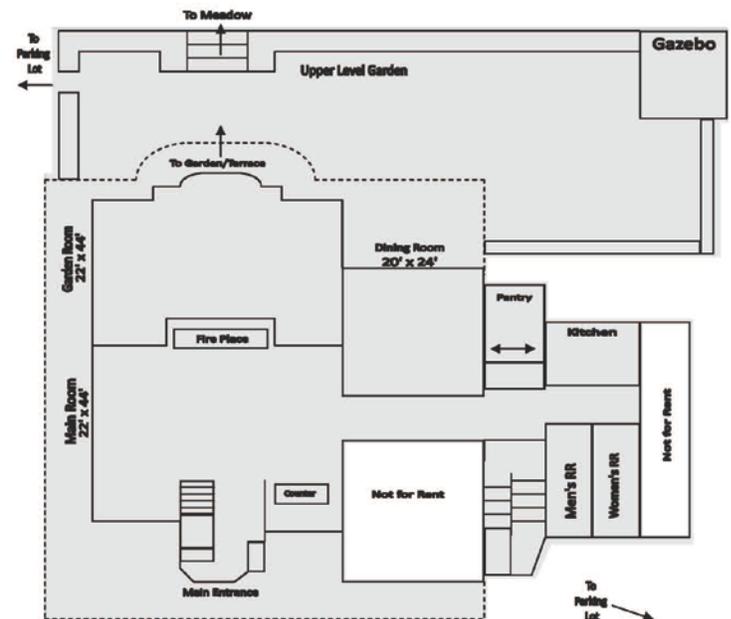
- A. Monday – Thursday: 8am – Midnight (No Alcohol Permitted)
  1. Non-Alcohol Events are permitted, but must be approved by BRPD Staff.
- B. Friday/Saturday/Sunday: 6pm – Midnight
- C. Saturday/Sunday: 10am – 3pm

### Event Set-Up:

Tables: 60" Round, 6' & 8' Banquet

Seating Capacity: 128

Standing Capacity (No tables): 200



### Preferred Caterers:

Cameron Mitchell: 614.848.4700

Carfagna's: 614.846.6340

Catering By Scott: 614.237.1949

Cornucopia: 614.231.6323

Shanes Gourmet Catering: 614.358.5555

Two Caterer's: 614.882.7323

- A. The seating capacity is a full set-up and uses both the main and garden rooms leaving little to no space for dancing (8 rounds with 8 chairs per table in each room).
- B. Outdoor wedding ceremonies need to take into consideration the possibility of rain and moving the ceremony indoors. The indoor set-up can only seat 100-120, with some extra room for standing. Standing views may be obstructed. Our tables and chairs are for indoor use only. All outdoor events require you to rent your own tables and chairs.
- C. The floor plans are due 7 days prior to the event so our staff is prepared for your set-up of tables and chairs.

### **Conference/Meeting Rooms (in Jeffrey Mansion)**

These spaces are used for weekday meetings. Alcohol is not permitted.

- A. Conference Room (2<sup>nd</sup> Floor)
  - 1. Seating Capacity: 8-10
  - 2. Internet Access: Yes, Wireless/Hardwire
- B. Garden Room (1<sup>st</sup> Floor)
  - 1. Seating Capacity: Up to 80 (varies based on seating arrangements)
  - 2. Internet Access: Yes, Wireless/Hardwire
- C. Dining Room (1<sup>st</sup> Floor)
  - 1. Seating Capacity: 12 – 32
  - 2. Internet Access: Yes, Wireless/Hardwire

Weekday Rates (8:00am – 4:00pm):

2<sup>nd</sup> Floor (Conference): \$50 (0-4 hours)/\$100 (4-8 hours)

1<sup>st</sup> Floor (Garden, Dining): \$35/hr (Minimum of 2 hours)

- If desired, the Garden & Dining Rooms may be reserved together for \$70/hr. If up to 80+ people, the full Mansion Rental Space (includes Garden, Main and Dining Rooms) may be reserved for the Resident rate of \$100/hr.

### **Memorial & Clifton Shelter Houses**

Both shelter houses are located on the Jeffrey Park grounds in North Bexley (North of Broad St.). A minimum of seven (7) days and a maximum of one (1) year notice must be given to rent the Memorial Shelter House. To view all Shelter House Rules & Regulations, please visit [www.bexley.org/facility-rentals](http://www.bexley.org/facility-rentals).

#### **Shelter House Rates:**

Bexley Resident: \$20/hour

A minimum of two (2) hours is required for all events and Full payment is due at the time of the reservation.

#### **Rental Hours:**

Monday – Sunday: 7am – 10pm

\*See Clifton Shelter for restricted hours

#### **Memorial Shelter House**

The Memorial Shelter House is located behind the Mansion to the north side of the park by the playground and is open for rental any day of the year, except on days that BRPD has a scheduled event. **The Memorial Shelter House is open to the general public; however, reservations can only be made by Bexley residents.**

Seating Capacity: 110

Amenities: Playground Access, cedar picnic tables, serving counter area, two family size grills, lights, outlets, and restrooms.

#### **Clifton Shelter House**

The Clifton Shelter House is located off of Clifton Ave. by the Bexley Pool (also known as the Jeffrey Summer Camp Shelter during the summer) and **has a Reservation Only policy by Bexley Residents ONLY.**

Seating Capacity: 80

Amenities: Picnic tables, lights, and outlets. The walking path connects to Park Restrooms (100 yards) as well as the playground (200 yards).

#### **Restricted Availability**

- A. During Jeffrey Summer Camp (1<sup>st</sup> Monday after school lets out through the last Friday before school resumes), the Clifton Shelter may only be reserved on Fridays from 6:30-10:00pm, Saturdays & Sundays from 8:00am-10:00pm. (It will not be available Monday – Thursday)
- B. Outside of Jeffrey Summer Camp, the Clifton Shelter may be reserved any day of the year.

### **Photographs/Floor Plan/Rules & Regulations**

To view photos of either facility, to print off a floor plan, or to view the rules and regulations for all facilities, please go to [www.bexley.org/facility-rentals](http://www.bexley.org/facility-rentals).