



## Jeffrey Mansion Rental Rules & Regulations Non-Alcohol & Alcohol Permits

### Non-Alcohol Permits

#### Alcohol Policy:

Alcohol is not permitted in Jeffrey Mansion for an event unless an Alcohol Service Agreement (ASA) is obtained in person through the Bexley Recreation & Parks Department (BRPD). The Rental Permit will indicate the Event Type as Alcohol or Non-Alcohol. In addition to the rules and regulations in the Rental Permit, the ASA includes additional rules and regulations that must be followed by the Lessee.

#### Payment, Security Deposit & Cancellation Policy:

Full Payment is due no less than two weeks (2) and Floor Plans are due no less than one (1) week prior to the event date. A Credit Card is required at the time of the in-person reservation and forfeiture of the security deposit includes, but is not limited to:

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

#### Request for Cancellations or Date/Time Changes

All cancellations or date/time changes must be done in writing via an email to the Bexley Recreation & Parks Department at [recreation@bexley.org](mailto:recreation@bexley.org) or a hand written letter dropped off in person to a staff member.

- A. Cancellations are not complete until you receive notification confirming your cancellation.

#### I. GENERAL RULES & REGULATIONS:

The Lessee is required to help the BRPD keep Jeffrey Mansion clean, safe, and secure by adhering to the following rules and regulations. Common sense should prevail at all times. Don't do anything you wouldn't do in your own home.

- A. All reservations should be made no less than two (2) weeks prior to the requested date and a minimum of 3 hours is required for all rentals.
- B. The Lessee (person responsible for the reservation) must check in with the Jeffrey Mansion Attendant upon arrival time on the day of the event.
- C. **No smoking or open flame on the Jeffrey Mansion premises!**
- D. There is no reserved parking for events. It is all first-come first-serve in the parking lots and on the street.
- E. All patrons in attendance for the event must comply with all decisions made by building supervisors, BRPD and/or the Bexley Police.
- F. No money or tickets may be exchanged or collected on the premises unless a non-profit fund raising event where the non-profit group must provide proof of 501(c)3 documentation for permit approval. Political meetings are also prohibited.
- G. Event Set-Up and Clean-Up: The Jeffrey Mansion Attendant is responsible for set-up and placement of all our moveable furnishings, as specified on the Jeffrey Mansion Floor Plan. Staff is also responsible for re-setting furniture, cleaning floor surfaces, and public rest rooms. The Lessee shall be responsible for the following:

1. Provide all items necessary to prepare and serve food: linens, table service, kitchen equipment and utensils. Trivets or other heat protectors are needed for casseroles and chafing dishes.
  2. When large containers are required for ice the Lessee shall provide sanitary containers and vinyl liners used therein. These containers cannot be placed on hardwood floors.
  3. Bag, fasten, and remove all trash throughout the rented area of the facility and before the end of the reservation. Large 3-mil trash bags are provided by Jeffrey Mansion for this purpose. All trash is to be placed in these bags and tied shut.
  4. Wash all folding tables and other table tops thoroughly. Countertops, sinks, stove/oven surfaces and refrigerator interior/exterior are to be left in a spotless condition. Food and liquids dropped on the floors must be wiped up.
  5. Lessee is responsible for leaving Jeffrey Mansion as it was found.
- H. The maximum seating capacity is 128 people for all events. If your function requires additional seating or tables, you must obtain approval at the time the reservation is placed.
- I. One adult chaperon is required in the room at all times for every ten minors congregating. College aged groups must be chaperoned by four adults (faculty and/or parents only). Any youth groups of 50 or more are required to hire an off duty Bexley Police Officer.
- J. Amplified music is not permitted outside in the garden or patio areas.
- K. The following behaviors are strictly prohibited, but not limited to: 1) fighting and or rough housing 2) abusive language 3) spitting 4) sexual misconduct 5) roller-skating, skateboarding or the use of any other wheeled devices (with the exception of wheelchairs).
- L. Decorations:
1. Existing nails/hooks that are exposed may be used to hang decorations. However, any hanging art work/pictures are not to be removed from the walls.
  2. Command strips may be used for events, but must be removed at the end of the event.
  3. Nothing shall be attached to the floor, walls, woodwork, fixtures, furnishings, painted surfaces, and windows (i.e. no stapling, nailing, tacks, taping, etc.)
  4. Decorations, displays, or exhibits which require open flame cannot be used in Jeffrey Mansion, this includes candles. Materials brought in to decorate must be flame-retardant (fire-proofed) materials.
  5. Throwing rice, popcorn, birdseed, or confetti is prohibited.
  6. Glitter and canned-string type products are prohibited.
  7. Smoke, smog/fog, bubble machines, any type of dry ice dispenser, or any similar devices are not permitted.
  8. The Lessee shall check all electrical outlets before the party to confirm in working condition.
- M. The oven may be used for warming, but the burners on the top of the stove cannot be turned on.
- N. Electric/gas/charcoal grills etc. are not permitted on the premises unless approved in advance by BRPD.
- O. Food trucks are permitted for events, but power is not provided and may not be pulled from the Mansion. The lessee or food truck will need to supply a generator.
- P. Items not indicated on the Floor Plan that need moved must be approved by the Jeffrey Mansion Attendant/BRPD on the day of the event.
- Q. In the event of an emergency, all aisles leading to exit doors must be kept clear and unobstructed so that the doors can be readily opened from the inside. All patrons must leave the premises immediately if/when the fire alarm sounds.
- R. Any other questions should be directed to BRPD (614.559.4300)

## **Alcohol Permits**

### **Restrictions on Lessees:**

Events in which alcohol is being served may be booked by residents of the City of Bexley or Non-Residents. The Lessee will:

- A. Adhere to the rules and regulations for the facility.
- B. Be liable for the party.
- C. Be responsible for any damages to the facility.
- D. Pay for the rental.
- E. Remain the point of contact for the event, in which BRPD staff will solely communicate.
- F. Hire a Special duty officer through the Bexley Police Department (614.559.4300) and schedule at minimum 30 days in advance.

### **Payment & Security Deposit:**

- A. The hourly rate is the same as a non-alcohol event for a resident or non-resident for the rental of the Jeffrey Mansion and must be a minimum of 3 hours.
- B. An alcohol surcharge will be assessed to any event that would like to have the use of alcoholic beverages. That charge will be as follows:
  - a. Saturday Evening Events, \$500
  - b. All other weekend events, \$300
- C. The Lessee shall provide a credit card to be held on file at the time of the booking. This deposit can be withheld for any charges associated with a cancelation or damages (up to \$250).

### **Facility Scheduling:**

Alcohol 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:

- A. Friday: 6pm – Midnight
- B. Saturday/Sunday: 10am – 3pm
- C. Saturday/Sunday: 6pm – Midnight

All events will fall within these blocks of time and have a three hour minimum. If you book outside of the block, a minimum of 8 hours is required and you may be liable for both rental block alcohol surcharges.

Upon the following terms and conditions:

WHEREAS, the Lessee wishes to provide alcohol service in Jeffrey Mansion during the rental time set forth in the Rental Permit and pursuant to the terms of said agreement; and

WHEREAS, The City of Bexley Ordinance 3712 allows the discretionary use of alcohol service related to Jeffrey Mansion.

NOW, THEREFORE, IT IS AGREED;

### **I. GENERAL CONDITIONS**

- A. Once this agreement is signed and in place, the general rule prohibiting alcohol is waived and replaced with the conditions stated in this agreement.
- B. All alcohol must be served by a Bexley Recreation & Parks Department (BRPD) Preferred Caterer. An alcohol surcharge will be assessed to any event that would like to have the use of alcoholic beverages. This service fee is in addition to the regular rental rates for the facility and the Lessee must be a

responsible adult, age 21 or older, with proof of identification. The Lessee must pay the service fee and sign the Alcohol Service Agreement in person, in order to receive this privilege. BRPD will accept a valid driver's license or other valid State (USA) picture identification containing the date of birth as a substitute for a driver's license. The Agreement will be kept on file as proof of acceptance of any liability associated with the privilege of serving alcohol on the premises.

- C. All dispensing of alcohol must cease at least 30 minutes prior to the end of the rental time.
- D. No one under 21 may be served or consume alcohol.
- E. Alcohol consumption must comply with all Bexley Ordinances, Ohio Revised Code, and any and all governing laws.
- F. The Lessee agrees to limit the number of guests to the determined occupancy of the facility.
- G. Alcohol is strictly limited to the following designated areas (Map of highlighted areas available upon request):
  - 1. Jeffrey Mansion rental space (Main Room, Garden Room, Dining Room, Kitchen and First Floor Restrooms).
  - 2. Patio on the Westside of the Jeffrey Mansion.
  - 3. First landing located on the Westside of the Jeffrey Mansion.
- H. BRPD and/or the Bexley Police Department reserves the right to escort any visitor off BRPD premises who appears to be intoxicated or is disruptive to the safety or enjoyment of event participants or BRPD staff. In such event, the Lessee agrees to defend and hold the City of Bexley harmless from and against damages claimed by said visitor.
- I. Alcohol may not be sold (no cash bars), and no money or tickets may exchange hands related to the distribution of alcohol on the premises. Gratuity arrangements should be made with the contractor prior to the event. Tip jars are prohibited.
- J. Any private event in which alcohol would be consumed must have at least 1 special duty police officer (see section k) for the entire length of the event. Said officer must be hired and paid by the lessee. The City of Bexley reserves the right to require the lessee to hire additional police officers.
- K. *Alcohol is not permitted on the premises unless staff, employed by the Preferred Caterer, is on site for the dispensing of alcohol. All alcohol shall be brought onto the premises by the Preferred Caterer.*
- L. Event Set-Up & Clean-Up (Alcohol Events ONLY): The Approved Caterer shall be granted two (2) hours of set-up time and one (1) hour of clean-up time on the front and back end of the rental time for the event as specified in their Caterer's Agreement.