



JEFFREY MANSION RENTALS

Non-Alcohol & Alcohol: Rules & Regulations

165 N. Parkview Ave. | Bexley, Ohio 43209 | www.bexley.org/facility-rentals | recreation@bexley.org | 614.559.4300

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). This Rental Permit will indicate the Event Type as Alcohol (A) or Non-Alcohol (NA). In addition to the rules and regulations in this Rental Permit, the ASA includes additional rules and regulations that must be followed by the Lessee.

Facility Scheduling

All Non-Alcohol Rentals must follow the available blocks of time for reservations:

- A. Monday – Thursday: 8am – Midnight (based on availability)
- B. Friday: 5pm – Midnight
- C. Saturday/Sunday: 8am – 2pm, 5pm - Midnight

All events will fall within these blocks of time and have a three hour minimum. If reserved outside of the block, a minimum of 8 hours is required.

I. LESSEE ACKNOWLEDGMENT (Initials Required)

____ **Deposit & Payment.** There will be a \$300 deposit due at the time of the reservation, which goes towards the final payment. The balance will be due no less than two (2) weeks prior to the event date.

____ **Security Deposit.** A credit card will be required at the time of the reservation to be kept on file and charged (fees vary) if:

- A. The facility or any items in the facility are damaged.
- B. Additional (extra) clean-up is needed from our maintenance staff after the event (inside or outside the building).
- C. The permit hours as requested are exceeded (charged at the hourly rate)
- D. Failure to hire an off-duty Police Officer for Alcohol Events (charged at \$100/hr. of the event)

____ **Cancellation & Date Change Policy.** All cancellations or date/time changes must be done in writing via an email to the Bexley Recreation & Parks Department at 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. Refunds of a deposit will be as follows (days are prior to the rental date):
 - a. Full Refund – 180 Days or more
 - b. 50% Refund – 91 to 179 Days
 - c. 0% Refund – 90 Days or less
- B. If a date change occurs within the cancellation policy period, then a fee will be charged:
 - a. \$200 Charge – 90 Days or less
 - b. \$100 Charge – 91 to 179 Days
 - c. No Charge – 180 Days or more

____ **Floor Plans.** Floor plans are due the week of the event (for non-alcohol and alcohol events). Any existing furniture/rugs, etc. in the facility that you would like to use or remove must be noted on the Floor Plan and approved by the BRPD Staff.

____ **Decoration/Rental Storage*.** Decorations and/or rentals may be dropped off for weekend events on that Friday prior to the event no later than 3:00pm and may be picked up on the following Monday by 10:00am. Items must be labeled with date and name of the event and will be stored in the Library Room.

*Subject to availability and must be coordinated with the BRPD.

____ **Parking.** There is no reserved parking for events. It is all first-come first-serve in the parking lots and on the street. Parking is not permitted on the driveway.

II. 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. Reservations. 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. Capacity. 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.
- C. Check-In. The Lessee (person responsible for the reservation) must check in with the Jeffrey Mansion Attendant upon arrival time on the day of the event.
- D. No Smoking. There is no smoking or open flame on the Jeffrey Mansion & Park premises!
- E. Sales on Premises. 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.
- F. Music. Amplified music is permitted inside the building, but not permitted outside in the garden or patio areas.
- G. Event Set-Up and Clean-Up (Non-Alcohol Events). 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:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
- H. Decorations.
 - a. 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.
 - b. Command strips may be used for events, but must be removed at the end of the event.

- c. Nothing shall be attached to the floor, walls, woodwork, fixtures, furnishings, painted surfaces, and windows (i.e. no stapling, nailing, tacks, taping, etc.)
- d. 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.
- e. Throwing rice, popcorn, birdseed, or confetti is prohibited.
- f. Glitter and canned-string type products are prohibited.
- g. Smoke, smog/fog, bubble machines, any type of dry ice dispenser, or any similar devices are not permitted.
- h. The Lessee shall check all electrical outlets before the party to confirm in working condition.
- I. Chaperones. 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. Kitchen. Access to the refrigerator, oven, microwave, sink and countertops are permitted. The oven may be used for warming, but the burners on the top of the stove cannot be turned on.
- K. Grills. Electric/gas/charcoal grills etc. are not permitted on the premises unless approved in advance by BRPD.
- L. Food Trucks. Food trucks are permitted for events, but the Lessee or food truck owner will need to supply a generator. Power may not be supplied from Jeffrey Mansion.
- M. Behavior Prohibited. 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).
- N. Compliance. All patrons in attendance for the event must comply with all decisions made by building supervisors, BRPD and/or the Bexley Police.
- O. Emergency. 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.
- P. Any other questions should be directed to BRPD (614.559.4300)

Alcohol Permits

All Alcohol Rentals will be concentrated on Fridays, Saturdays, and Sundays, but with approval from the Recreation Director and Mayor, rentals can take place on Monday – Thursday. All rentals will follow blocked times as shown on the Jeffrey Mansion Rental Rules & Regulations.

I. LESSEE ACKNOWLEDGEMENT (Initials Required)

The Lessee will:

- Adhere to the rules and regulations for the facility.
- Be liable for and pay for the rental.
- Be responsible for any damages to the facility.
- Remain the point of contact for the event, in which BRPD staff will solely communicate.
- Hire a special duty officer through the Bexley Police Department (614.559.4444), schedule at a minimum of 30 days in advance, and provide email notification (recreation@bexley.org) of the scheduled officer, including Event Name, Date, and Time.

Alcohol Rates & Payment/Cancellation Policies

- A. Hourly rates, deposit, payment, and the cancellation/change policy for an alcohol event is the same as a non-alcohol rental for a resident or non-resident
- B. Alcohol Surcharge and Off-Duty Police Officer Rates
 - a. Saturday Evening events, \$500
 - b. All other weekend events, \$300
 - c. Off-Duty Police Officer, \$40/hr (subject to change)

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;

II. GENERAL CONDITIONS

- A. Alcohol Agreement. 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. Preferred Caterer Requirements:
 - 1. All food and alcohol must be served by a Bexley Recreation & Parks Department (BRPD) Preferred Caterer.
 - 2. The Approved Caterer will be responsible to pay a catering of 15% or \$200 (whichever is higher) of the total food/beverage invoice to Jeffrey Mansion per the Caterer's Agreement. This is paid to Jeffrey Mansion by the Preferred Caterer, not the Lessee.
- C. 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 as they are responsible for all set-up and clean-up.
 - 1. The Lessee may utilize the 2 hour set-up time and 1 hour clean-up time so long as the Preferred Caterer is in the facility.
- D. Alcohol Requirements:
 - 1. 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.
 - 2. All dispensing of alcohol must cease at least 30 minutes prior to the end of the rental time.
 - 3. Alcohol consumption must comply with all Bexley Ordinances, Ohio Revised Code, and any and all governing laws (No one under 21 may be served or consume alcohol).
 - 4. 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.

5. *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.*
- E. Alcohol Restrictions. Alcohol is strictly limited to the following designated areas (Map of highlighted areas will be provided):
 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.
 - F. Special Duty Police Officer. Any private event in which alcohol would be consumed must have at least one (1) special duty police officer 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.
 - G. Right to Escort. 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.