



FACILITY RENTAL INFORMATION

Jeffrey Mansion & Park

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

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 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 credit card is required to be held on file at the time of the in-person reservation. *Charges to the credit card include, but are not limited to:*

- 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).
- C. 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.

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. All Alcohol Rental Permits require a Preferred Caterer and will include an Alcohol Surcharge in addition to the hourly rate.

Rental Deposit:

\$300 will be required at the time of the reservation.

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.

Preferred Caterers (Alcohol Only):
 Cameron Mitchell: 614.848.4700
 Carfagna's: 614.846.6340
 Catering By Scott: 614.237.1949
 Cornucopia: 614.231.6323
 Two Caterer's: 614.882.7323

Refund of Rental Deposit Date Changes

Days Out	Refund Type	Date Change Fee
180+ Days	Full refund	\$0
91 – 179 Days	50% refund	\$100
Less than 90 days	No refund	\$200

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:
- \$300 Alcohol Surcharge (All Weekend Events, except Sat. Evenings)
- \$500 Alcohol Surcharge (Saturday Evenings)
- \$40/hr (event): Off-Duty Police Officer (Bexley PD) – This rate is subject to change.

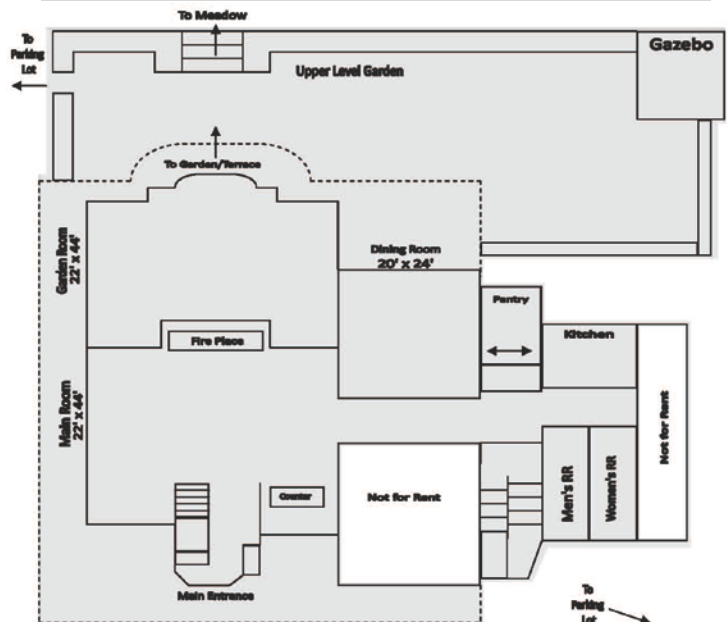
Weekend Rental Hours & Blocks:

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 (Subject to Availability)
- B. Friday/Saturday/Sunday(Evening): 5pm – Midnight
- C. Saturday/Sunday(Morning/Afternoon): 8am – 2pm

Rental Space: (as shown below)

Garden Room, Main Room, Dining Room, and Kitchen
 The Upper Garden level is the included outdoor space.



Please see reverse side.

Jeffrey Mansion Information Continued...

Event Set-Up:

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

Seating Capacity: 128

Standing Capacity (No tables): 175

- 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 and set-up your own tables and chairs.
- C. The floor plans are due the week of the event so our staff is prepared for your set-up of tables and chairs.

Weekday Meeting Rooms (in Jeffrey Mansion)

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

- A. Garden Room (1st Floor)
 1. Seating Capacity: Up to 80 (varies based on seating arrangements)
 2. Internet Access: Yes, Wireless
- B. Dining Room (1st Floor)
 1. Seating Capacity: 12 – 24
 2. Internet Access: Yes, Wireless

Weekday Rates (8:00am – 4:00pm):

1st Floor (Garden, Dining): \$35/hr (Minimum of 1 hour)

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.

Shelter House Rates & Cancellation:

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.

\$40 of the full payment will be held for all cancellations within 30 days.

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 (1st 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.