All Mansion 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.

**Damage Deposit Policy (All Facilities)**
A credit card is required to be held on file at the time of the in-person reservation for damage deposit only.

**Jeffrey Mansion**
Jeffrey Mansion is located at 165 N. Parkview Ave., Bexley, Ohio 43209. Rentals may be made up to one year in advance.

**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/facilityrentals.

**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.

<table>
<thead>
<tr>
<th>Refund of Rental Deposit</th>
<th>Date Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Days Out</strong></td>
<td><strong>Refund Type</strong></td>
</tr>
<tr>
<td>180+ Days (6+ mo.)</td>
<td>Full refund</td>
</tr>
<tr>
<td>91-179 Days (3-6 mo.)</td>
<td>50% refund</td>
</tr>
<tr>
<td>&gt; 90 days (&gt;3 mo.)</td>
<td>No refund</td>
</tr>
</tbody>
</table>

**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 below)**
$300 Alcohol Surcharge (All Weekend Events, except Sat. Evenings)  
$500 Alcohol Surcharge (Saturday Evenings)  
$46/hr 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  

*Event times need to include your set-up, event, and clean-up.

**Event Set-Up:**
Tables: 60” Round, 6’ & 8’ Banquet  
Seating Capacity: 128  
Standing Capacity (No tables): 175  
Outdoor Ceremony: 150

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. Use of the outdoor space requires the Lessee to rent and set-up tables and chairs as our tables and chairs are for indoor use only. The indoor set-up can only seat 100-120, with some extra room for standing, so that needs to be considered when having an outdoor ceremony.

**Preferred Caterers (Required for Alcohol Events):**
Visit www.bexley.org/facilityrentals for a full list of our preferred caterers.

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Please see reverse side.
**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.

**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/facilityrentals.