All Jeffrey 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. For availability, please contact BRPD.

Scheduling & Fee Structure
1. Rentals will be concentrated on Fridays, Saturdays, and Sundays.
2. Rentals can only be made up to one year in advance.
3. Monday – Thursday Rentals: Non-alcohol rentals may be considered with the approval of BRPD and are subject to availability. Alcohol rentals may be considered with the Mayor’s approval.
   a. Any approved weekday rental (Monday – Thursday) will have an end time of 1100p.
4. Only one (1) event can take place at a time (regardless of the location).

Blocks of Time

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Upper Level</th>
<th>Lower Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>530-1130p</td>
<td>Not Available</td>
<td>Yes</td>
</tr>
<tr>
<td>Saturday (Day)</td>
<td>800a-200p</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Saturday (Evening)</td>
<td>330-1130p</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sunday (Day)</td>
<td>800a-200p</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sunday (Evening)</td>
<td>330-1130p</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Jeffrey House (Upper Level) - 112 Person Capacity

<table>
<thead>
<tr>
<th>Type</th>
<th>Friday (Evening)</th>
<th>Saturday (Day)#</th>
<th>Saturday (Evening)#</th>
<th>Sunday (Day)</th>
<th>Sunday (Evening)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol (Resident)</td>
<td>N/A</td>
<td>$1,000.00</td>
<td>$1,500.00</td>
<td>$100/hr + $300 AS*</td>
<td>$100/hr + $300 AS*</td>
</tr>
<tr>
<td>Alcohol (Non-Resident)</td>
<td>N/A</td>
<td>$2,000.00</td>
<td>$2,500.00</td>
<td>$200/hr + $300 AS*</td>
<td>$200/hr + $300 AS*</td>
</tr>
<tr>
<td>Non-Alcohol (Resident)</td>
<td>N/A</td>
<td>$750.00</td>
<td>$1,000.00</td>
<td>$100/hr^</td>
<td>$100/hr^</td>
</tr>
<tr>
<td>Non-Alcohol (Non-Resident)</td>
<td>N/A</td>
<td>$1,500.00</td>
<td>$2,000.00</td>
<td>$200/hr^</td>
<td>$200/hr^</td>
</tr>
</tbody>
</table>

#Preferred Caterer required.
*Minimum 3 hrs. + Preferred Caterer required + $300 Alcohol Surcharge (AS)
^Minimum 3 hrs. + must include set-up, event, clean-up in hours requested.

Jeffrey Carriage Court (Lower Level) - 175 Person Capacity

<table>
<thead>
<tr>
<th>Type</th>
<th>Friday (Evening)#</th>
<th>Saturday (Day)#</th>
<th>Saturday (Evening)#</th>
<th>Sunday (Day)</th>
<th>Sunday (Evening)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol (Resident)</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>$3,000.00</td>
<td>$2000#</td>
<td>$3000#</td>
</tr>
<tr>
<td>Alcohol (Non-Resident)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Non-Alcohol (Resident)</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
<td>$2,000.00</td>
<td>$150/hr^</td>
<td>$150/hr^</td>
</tr>
<tr>
<td>Non-Alcohol (Non-Resident)</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>$3,000.00</td>
<td>$250/hr^</td>
<td>$250/hr^</td>
</tr>
<tr>
<td>Add Jeffrey House Rental</td>
<td>N/A</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
</tr>
</tbody>
</table>

#Preferred Caterer Required
*Minimum 3 hrs. + must include set-up, event, clean-up in hours requested.
Alcohol events in the Carriage Court are only for Bexley Residents, per ordinance (37-12) with a resolution (15-18) in 2019.
**Deposit & Payment**
There will be 50% of the total rental fee, including any alcohol surcharges, due at the time of the reservation, which goes towards the final payment. The balance will be due no less than one (1) month prior to the event date.

**Damage 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/officer).

**Cancellation & Date Change Policies**
All cancellations and date 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 (prior to the rental date):
  - a. Full Refund – 6 Months+  
  - b. 50% Refund – 3-6 Months  
  - c. 0% Refund – 0-3 Months  
- B. If the BRPD is forced to close the facility for any reason including, but not limited to, an act of God or national emergency, the Lessee will receive a full refund.
- C. If a date change occurs within the cancellation policy period, then a fee will be charged. Only one date change will be permitted and the new date must be confirmed within one (1) month from the initial communication:
  - A. $200 Charge – 0-3 Months  
  - B. $100 Charge – 3-6 Months  
  - C. No Charge – 6 Months+

**Jeffrey House Information**
Tables: 60” Round, 6’ & 8’ Banquet  
Seating Capacity: 112  
Standing Capacity (No tables): 150  
Outdoor Ceremony: 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 (7 rounds with 8 chairs per table in each room).
- B. Lessee must rent tables and chairs for outdoor ceremonies from a third party.
- C. If you want to have an outdoor ceremony, but use the Carriage Court for the reception, you must book both spaces (see fees).

**Jeffrey Carriage Court Information**
Tables: 60” Round, 6’ & 8’ Banquet  
Seating Capacity: 175*  
Standing Capacity (No tables): 225*  
Ceremony: 175*  
- A. The seating capacity is based on the garage and carriage court rooms.
- B. If you want to have an outdoor ceremony, but use the Carriage Court for the reception, you must book both spaces (see fees.)

*Please note: Capacities for the Carriage Court are estimates based on design drawings. Numbers are subject to change once the space is completed and we have a chance to see the space in-person with sample set ups.

**Preferred Caterers**
Preferred caterers are required for all alcohol events as well as non-alcohol events on Fridays and Saturdays. Sunday non-alcohol events will not require a preferred caterer. **To see a full list of our caterers, please visit www.bexley.org/facilityrentals.**