

Long Hill Estate Authority
Schedule B: Rental Information and Regulations

The Wadsworth Mansion ("the Mansion") may be rented for social events, meetings, and cultural activities. All mansion rentals with ticketed admission must be contracted by a non-profit organization recognized by the Department of Revenue Services. Other uses of the property shall be approved by the Long Hill Estate Authority ("the Authority").

1. Responsibilities

The individual signing the Facility Use Agreement assumes all responsibility for the rental and will be noted as "Customer" in this text. All payments, correspondence, Insurance Certificate/Application, and communications, among other things, regarding the use of the Mansion will be made through this individual.

2. Periods of Rental

Unless otherwise indicated in the Facility Use Agreement the rental time is for a period of nine (9) continuous hours, as directed on the *Events Detail Form*. **When Customers plan their weddings, they must apportion no less than three hours for the caterer to set up. Customers must also apportion no less than a full hour for vendors to break down at the conclusion of an event.** Curfew Friday and Saturday is 1:00 a.m. Curfew Sunday through Thursday is 12:00 midnight. The Customer may set his or her use hours within the house guidelines.

Rental hours begin at the time the Mansion is opened for any reason: including, but not limited to: deliveries, vendors, and other activities and does not conclude until the Customer, guests, vendors, and the Event Supervisor have left the Estate (for the purposes of this Schedule B, the term Estate shall include, without limitation, all parts of the Mansion, the grounds, and the Parklands).

Exceeding contracted use of the Mansion will result in additional charges as set forth in the Facility Use Agreement. Additional rental hours must be pre-paid.

The Mansion will not be opened to guests until 30 minutes prior to the ceremony or reception.

For tented lawn events a minimum of 5 hours is required for set up and 2 hours is required for breakdown. A fee of \$2,500 is added to the rental fee to cover extra charges for tented lawn events.

3. Mansion Usage

Areas offered for rental include the first floor of the Mansion, excluding the office and Museum Room. As the Second Floor of the Mansion is rented to a tenant, this area is not available. The balcony and the bride's room on the second floor are available on weekends and after 3:00 on weekdays. Also offered are selected areas of the grounds including the Exedra, the Tennis Pavilion, and Vista.

As the Mansion is part of a municipal park of the City of Middletown, the gardens, grounds, and Parklands are open to the public.

5. Resident Nonresident/Taxpayer Discount

In order to qualify for the resident discount rate, the bride, the groom, or their parent(s) is/are required to present a valid driver's license with a Middletown address or a receipted tax bill when signing the *Facility Use Agreement*. If the Customer misrepresents their resident/taxpayer status, the Authority reserves the right to terminate the *Facility Use Agreement* and/or take action as it may deem appropriate.

6. Additional Security

Based upon the number of attendees, the type of event being held, or special circumstances which could jeopardize the safety or enjoyment of the guests or result in damage to the building, police presence may be required. The Customer shall be responsible for payment to the City of Middletown Police Department. Sufficient chaperones are required for events hosted for minors, including door security and guest list check in. A wristband may be required to indicate that a person is an invited guest or eligible to drink alcohol.

7. Mansion Equipment and Furnishings

The Authority provides tables, chairs, and a dance floor for indoor use. There is a commercial kitchen available to caterers, however the Customer/Caterer is responsible for supplying china, glassware, flatware, linens and other accessories necessary for food service.

The LHEA will set up the Mansion according to the floor plan submitted by the bride or the caterer, however the caterer is responsible for setting up all tables and chairs on the terrace, including the ceremony chairs on the lawns.

8. Event Supervisor

The Long Hill Estate Authority will assign an Event Supervisor to open and close the Mansion at every event. He/she will be present the entire time the Mansion is open. The Event Supervisor's responsibility is to supervise the use of the facilities, to make certain these Rules and Regulations are understood and enforced.

At the conclusion of the event, the Customer or caterer will sign the inventory and cleaning checklist. The Customer is responsible for leaving the Mansion, including the kitchen, furniture, tables/chairs, and lawn, in the same condition in which they were found. Following the Customer's rental, the Event Supervisor will perform a general review of the cleanup, checking for any damage to the Mansion, its equipment and/or furnishings. The Authority reserves the right to re-inspect the Mansion after the Customer's event and to point out any discrepancies/failure to comply with these Rules and Regulations concerning the care and clean up of the Mansion.

9. Caterer

The Long Hill Estate Authority does not provide catering services. The Customer is responsible for contracting with one of the *Approved Caterers* at the end of Schedule B.

There are circumstances where the LHEA will allow an outside caterer to work at the Mansion. Should a customer wish to use a caterer/bartender who is not on the approved list they must make a written request naming the caterer/bartender and supply all required licenses and insurance certificates for approval by the Long Hill Estate Authority. The fee for use of a caterer

that requires pre-approval by the LHEA is \$1,000.00 and must accompany the written request. Permission will not be granted until all documents are received and approved. The caterer is responsible for contacting the Mansion to arrange a site visit as part of the approval process. It is our recommendation that the outside caterer be approved prior to booking the Mansion as deposits/payments will not be refunded if the Caterer is not approved, nor will a caterer be allowed in the building that is not approved.

The Customer and the caterer are required to conform to the Rules and Regulations regarding custodial services, cleaning responsibilities, recycling procedures, event supervision, and inventory.

Some outside caterers only supply food and do not supply staffing for the back of the house or the front of the house. Before granting approval for an outside caterer to work at the Mansion, the caterer/customer must demonstrate that there is adequate staffing for the event. This includes, chefs, dishwashers, bartenders, utility, and waitstaff. Staff must be present from the time the mansion is opened until the Mansion closes. We strongly recommend taking the advice of industry professionals when hiring outside staff. Inadequate numbers of staff will jeopardize the quality of your event and will result in overtime charges and potentially the loss of the Security Deposit.

With the exception of wedding cakes, all food must be prepared and delivered by the approved caterer, and under no circumstances may the customer bring in food prepared by anyone other than the approved caterer. LHEA reserves the right to deny facility access to a non-approved caterer and/or to any other person attempting to enter the facility with food on event day if this provision is violated.

The Customer, by assuming this responsibility, agrees to indemnify, if necessary, and hold the Authority and the City of Middletown harmless from any cause of action on any claims made as a result of any failure to maintain reasonable sanitary standards.

10. Alcoholic Beverages

The sale and/or serving of alcoholic beverages must conform, without exception, to all State of Connecticut Statutes and Regulations and/or City of Middletown Ordinances and Regulations. Consumption of such beverages in cars, driveways, parking lots, and other areas of the Parklands is a violation of the City of Middletown Ordinances and is prohibited.

- There is no self-service of alcohol.
- Alcohol can not be placed on the tables for self-dispensing.
- No keg beer is permitted.
- No shots are allowed.
- All alcohol must be served by bartenders/wait staff.
- Any alcohol brought on to the premises by either the renter or their guests will be collected and placed under the custodianship of the caterer/Wadsworth Mansion and only served during the reception period.
- All bartenders must be provided by the caterer or from our approved bartender list. All bartenders must be TIPS trained.
- Alcohol shall not be served for more than five (5) hours during an event.
- No alcohol will be served after 12:00 midnight on Fridays and Saturdays, and 11:00 pm Sundays through Thursdays.

No cash bars are allowed without the appropriate Liquor Permit issued by the State of Connecticut.

The organization that provides/employs the bartenders must carry a minimum of \$1,000,000 in Liquor Liability Insurance. A Certificate of Insurance which evidences such coverage and names the Long Hill Estate Authority and the City of Middletown as additional insured must be on file at the Mansion Office. The Authority disclaims any, and the Customer assumes all, responsibility for any liability arising from the serving of alcoholic beverages at this event and for compliance with Chapter 545 of the Connecticut General Statutes, as amended.

The Authority reserves the right to close the bar or to take appropriate action to enforce these provisions.

11. Decorating

- Decorating time is included in the "use hours."
- No decorating will be permitted on or attached to any surface including, but not limited to, walls, woodwork, furniture, and light fixtures.
- The use of tape, staples, nails, and/or other fastening or adhesive materials is prohibited.
- The use of rose petals for ceremony aisles is not permitted indoors.
- The flame must be enclosed if candles are used when decorating
- Candles are not permitted on windowsills, ledges, stairs, in the bathrooms, on the Bar Room mantle, or anywhere on the Mansion grounds.
- At different times during the year, the Mansion and its grounds may be decorated. These decorations may be of a holiday nature or a particular theme. These decorations shall not be moved or removed under any circumstances.

12. General Noise

- No amplified music or noise is permitted outdoors after 11:00 p.m. on Fridays, Saturdays, or evenings before holidays
- No amplified music is permitted after 9:00 p.m. Sundays through Thursdays.
- All amplifiers and speakers shall face in a westerly direction when set up on the terrace to minimize the impact of outdoor music in the surrounding neighborhoods.
- No line arrays sound systems are allowed. [Speaker towers].

13. Tents

- Tents are required for events larger than 200 guests or when the loggia is used for dining.
- Tents are recommended for events when the ceremony is on site and the guest count is greater than 175.
- Tents are permitted on the terrace and by special arrangements on the lawn.
- The purchase of extra time or days is not required for tents erected on the terrace.
- There is an additional fee of \$2,500 for tents erected on the lawn.
- Scheduling of tents must be coordinated through Mansion staff.
- For weekend rentals, tents are to be erected on the morning of the event and removed in sufficient time for the next event to set up the patio.
- While customers are instructed to have the tent removed prior to the next event there may be circumstances when the rental companies can't comply.
- The Customer must comply with all Middletown Building Department and Fire Department Regulations and Codes concerning the erection and use of tent structures. Cooking is not allowed under the tent(s).

- The Customer is responsible for all permit and inspection fees.

14. Fire and Safety

- Grill use or open flames are strictly prohibited within the building.
- Chafing dishes with contained burners under them are acceptable.
- Smoking is permitted only under the entrance Portico and on the Patio and grounds.
- The use of, sparklers, flares, torches, luminaries with candles, Chinese Wish Lanterns, or other such open flames, such as fire pits is strictly prohibited in and around the Mansion.
- Fog and Smoke machines are not allowed indoors.
- Use of fireworks is allowed if contracted with one of the Mansion designated fireworks providers as approved and permitted by the Fire Marshall of the City of Middletown. It is the customer's responsibility to give the Mansion timely notice of any planned fireworks display. No aerial shells shall be larger than three inches. All firework displays will be not last more than 10 minutes in duration and will be completed by 10:00 p.m. **Should any guest ignite any pyrotechnic device the event will be terminated.**
- Throwing of rice, confetti, glitter, or birdseed is not permitted inside or outside of the Wadsworth Mansion. Bubble blowing is not permitted in the building.
- Compliance with Fire Code Regulations requires that any event be concluded in the event of a power failure. Should an event be terminated due to power failure, the Long Hill Estate Authority will be held harmless for any damages.

15. Compliance with Long Hill Estate, City, State and Federal Laws and Regulations

The Customer must comply with all statutes, ordinances, and regulations of the Long Hill Estate Authority, the City of Middletown, the State Of Connecticut, and the United States. The Event Supervisor will notify the police if any laws are violated. Failure to comply with laws will result in the termination of the event. The Event Supervisor has the right to remove any individual who in his/her opinion is in violation of this Schedule B, and/or to terminate any use or activity, in whole or in part, which is not in compliance. If the event is totally terminated, the Mansion must be vacated and full compensation for damages will be required from the Customer. No refund of rental fee will be made if such discontinuance is ordered.

Schedule C: Planning Guidelines

This section was created to assist our customers with planning events. While some of this information is redundant to Schedule B, it may be helpful to see the information in the context of planning an event. Additionally, it may be helpful to share this information with your vendors.

Rental Period

The standard rental of the Mansion for a wedding is nine (9) hours. The rental time of the Mansion commences when the building is opened for the customer or any vendor and terminates when the client, guests and vendors have departed the property. Set up and breakdown are included in the 9 hour period. Additional time may be purchased at the rate of \$750 per hour.

Sample Timeline:

Ceremony on Site:

Mansion Rental:	3 p.m. until 12:00 midnight
3:00	Mansion Opens for Vendors
5:00	Guests begin to arrive
5:30-6:00	Ceremony
6:00	Cocktails begin; Bride and Groom photo session
7:00	Introductions, Toasts First Dance
7:30	Announcement of Dinner
7:30-8:30	Dinner
8:30--	Dancing and Merriment
9:30	Cake Cutting
10:30	Bar Closes
11:00	Music Ends
12:00	Mansion Closes

Because the Wadsworth Mansion may be hosting another event or entertaining the public for historic tours it is not possible to have access to the building prior to your rental period. Items may be delivered for storage during the week. No food will be accepted for storage at the Mansion prior to your event.

Caterers need three hours to set up for an event. If you are having a ceremony here the caterer will want to have the Mansion set up before your guests enter the building. No caterer wants to have guests wandering around the Mansion while they are setting up tables and buffets and you would like your guests to be dazzled by their first impression. If guests arrive 15 minutes before a ceremony and ceremonies last 30 minutes this means that the Mansion needs to be ready 45 minutes before the reception officially begins. The Mansion will not be opened to guests until 30 minutes prior to the ceremony or reception.

Vendors will need a full hour to break down at the conclusion of an event. Vendors providing lighting may require more time to break down. Caterers are required to bring all outdoor furniture inside and it must be appropriately stored at the direction of the Event Supervisor.

Rentals and Deliveries

Rentals and Deliveries may be made only during regular office hours. All arrangements for deliveries on days other than the day of the event must be coordinated in advance through the Mansion offices. Unless other arrangements are made, any and all rental items and/or items belonging to the Customer/Vendors must be removed from the premises on the day of the event. The Long Hill Estate Authority will not assume responsibility for any property left behind, including property left in the basement storage cages.

Event Planning

The dance floor is normally positioned in the loggia. For an additional fee the dance floor may be removed or situated in one of the ballrooms. When submitting the floor plan, please designate where the dance floor should be set as it cannot be repositioned on the day of the event. The dance floor shall not be placed outside the Mansion. The Floor Plan must be submitted at least fourteen (14) days in advance of the event.