

# *Fendall Hall Event Fees and Services*

Date: \_\_\_\_\_

Dear Sir or Madam:

Thank you for your interest in Fendall Hall as the site for your social event. Fendall Hall is an 1860's Italianate home that was occupied by the Young family for five generations. The state of Alabama purchased the home in 1973. Currently, the Friends of Fendall Hall (a 501 (c)3 non-profit) operates the home as a historic house museum. Rental events are held at the home to assist with operation and preservation cost. It is the desire of the staff at Fendall Hall that your event be fun and enjoyable. However, the protection and preservation of the home is our first priority. For these reasons, guidelines and rules are necessary for the use of the house for social events. Enclosed with this letter is a rental event package.

This package contains the following:

- Event Fees Page
- Catering Guidelines
- Florist Guidelines
- Photography Guidelines
- Rental Contract
- Event Work Order

Please read each of these sheets before signing the event contract. If you have any questions please contact Lindsey Bennett Dudeck at 334-687-8469 or fendallhall@gmail.com.

Knowing the information contained on these sheets will decrease confusion on the day of your event. If you agree to the guidelines, you may sign the contract and return it with the \$200 security deposit (Made out to: *The Friends of Fendall Hall*) after making sure a date is available. **(The \$200 does not limit your liability to this amount. Any damages caused by you, your guests or vendors are your responsibility for the full amount of the damages.)**

Please make sure any vendors hired by you, photographer, caterer and florist, receive a copy of the appropriate guidelines. This should be accomplished before they arrive at Fendall Hall on the day of the event. The Site Manager is available to meet with you and your vendors to discuss plans and needs. Please call Lindsey Bennett Dudeck for an appointment.

The City of Eufaula may require an event permit. This can be obtained at the City Offices in the Alabama Power Building at the corner of East Barbour Street and South Randolph Avenue. We look forward to working with you before and during your event to ensure everything goes smoothly and everyone attending your event, including you, has an enjoyable experience.

Sincerely,

Site Director, Fendall Hall

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House Rental	Fees	Package***	Wedding	Wedding with package***	Stipulations
1–50 Guests	\$150.00	\$300	\$300.00	\$450	During regular hours
	\$200.00	\$350	X	X	After 5:00 p.m. and Sundays
51–75 Guests	\$400	\$550	\$450	\$600	During regular hours
	\$450.00	\$600	X	X	After 5:00 p.m. and Sundays
75-100 Guests	\$500.00	\$650.00	\$600.00	\$750	During regular hours
	\$650.00	\$700	X	X	After 5:00 p.m. and Sundays
Over 201 Guests	\$700.00	\$750.00	\$1050	\$1200	During regular hours
	\$750.00	\$800	X	X	After 5:00 p.m. and Sundays
Wedding Rehearsal	\$75.00				Per hour; if rehearsal is not during normal operating hours
Photo Shoot	\$100.00				Per hour; if shoot is not during normal operating hours
Linen	\$8.00/round \$10.00/long		\$8/round \$10/long		Per table cloth (napkins are included)
Painted Dining Room	\$200				
Security Deposit for all events	We vary our security deposit by the activity taking place on the property: For outdoor events or events serving no alcohol: \$200 For events held indoors serving white wine, colorless liquors, or seated dinners serving any alcohol: \$300 For non-seated events held indoors serving red wine and dark liquors: \$400				
<b>Tent Fees</b>					
15'x15'			\$50		We are required by the city to inspect all tents
Between 15x15 and 40x60			\$100		
40x60			\$150		

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## **\*\*\*\*Equipment Package**

The rental fee entitles you to the use of the following equipment owned by Fendall Hall:

- Tables
- Chairs
- Chair Covers
- Table Cloths
- Napkins
- China
- Flatware (including serving utensils)
- Crystal
- Serving Dishes

## **Kitchen**

Renter and caterer have full access to our kitchen which is equipped with a microwave, refrigerator, stove and industrial dishwasher. Our kitchen is for final preparation and plating of food only. All food must be prepared off site. Fendall Hall staff are not available to assist with serving, food preparation or clean up.

## **Linens**

Place all used linen and kitchen towels in clear plastic bags and leave in the kitchen.

## **Event Setup and Cleanup**

Setup for each event is determined on a case-by-case basis and must be approved by the Executive Director. However, it is the renter's responsibility to ensure that all equipment used during the event be washed and cleaned and laid out for inventory before vacating the property. All dishes (china, silver, stainless, crystal and serving pieces) must be washed and dried and left out so that we may inspect after the event. The kitchen must be left in the clean condition in which it was found. This includes sweeping and mopping the floor if necessary.

All trash must be bagged, tied and removed from the kitchen and placed in the green trash receptacles located behind the kitchen.

The Renter's caterer is responsible for all event setup and cleanup as agreed upon in our pre-event meetings.

## **Restroom Facilities**

A handicap accessible restroom is located downstairs in the Family Dining Room and available for your event. One Port-o-Potty rental is required for every 75 adults beyond the first 75 individuals. The Renter is responsible for renting this equipment. We are happy to provide vendor recommendations who are familiar with our site.

## **Event Security**

Security officers are required for an event of more than 150 guests. Security officers must be off-duty Eufaula Police officers or a local sheriff deputy. We can provide their contact information.

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## **Maximum Capacity**

Fendall Hall's maximum capacity inside the house and on the porch is 150 people. If your expected attendance is over 150, you must rent a tent.

## **Walk-through**

It is mandatory that the Renter conduct a walk-through with the Executive Director one (1) month prior to the event. You will be given a copy of our policies for all vendors associated with your event (e.g. caterer, florist, photographer, etc.). It is your responsibility to provide your vendors with our policies and be sure they adhere to our policies.

## **Cancellation Policy**

In order to receive your full deposit, we must receive notice of cancellation in writing 30 days prior to the day of the event. If an event is cancelled two weeks (10 days) prior to the date of the event, half of the deposit is refundable. If an event is cancelled within nine (9) days of the date, renter forfeits his/her deposit. In all cases, we must receive your cancellation in writing via written letter or email.

## **Security Deposit**

The security deposit will apply to damage to any property, interior or exterior. This includes furnishings and missing or broken dishes, glasses, serving pieces and missing, unreturned or irreversibly stained linens. Provided that all policies and procedures are followed and there is no damage to Fendall Hall, the deposit will be returned within five (5) days after the event. In the event that any damage occurs that exceeds the amount of the security deposit, the Renter will be responsible for all costs beyond the amount of the deposit. ***Failure to comply with the guidelines in this contract will result in forfeiture of a portion of or all of the security deposit.***

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## **Friends of Fendall Hall Event Policies**

1. Event setup is allowed the day of the event; two hours prior to the event.
2. Event dismantle must take place immediately after the event and within one hour of the end of the event. The Renter is solely responsible for ensuring that the house is brought back to its condition prior to the event. All decorations or any rented items must be removed the day of your event.
3. **Dancing is not allowed inside the house or on the porch.**
4. **Rice, birdseed, flowers petals, confetti, sparklers, bubbles, etc. are prohibited inside or outside the house.**
5. **NO SMOKING INSIDE OR ON THE PORCH.** Smoking is permitted on the grounds; but away from the house. The Renter is responsible for any tobacco clean-up or any debris found on the lawn.
6. **ABSOLUTELY NO LIGHTED CANDLES INSIDE. GLOBES OR VOTIVES ARE PERMITTED.**
7. **FIREWORKS ARE NOT PERMITTED UNDER ANY CIRCUMSTANCES.**
8. **FH staff will regulate lighting, heating, air conditioning and any other mechanical systems used.**
9. **Coolers are allowed on the porch. Kegs are only allowed on the grounds with the appropriate stands.**
10. Nothing inside the house (e.g. furniture, furnishings or plants, etc.) can be moved by the Renter or any of his/her agents without prior direct consent and supervision from the Executive Director.
11. The house will remain open to the public for up until two hours prior to the event.
12. All trash must be removed and placed in the dumpster outback the same day as the event.
13. **REPORT ANY BREAKAGE OR DAMAGE IMMEDIATELY TO THE FENDALL HALL STAFF ON DUTY.**
14. **All DJs and bands must conduct a walk-through with the executive director 7 days prior to an event.**
15. **All city noise ordinances must be adhered to.**

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## **Damage/Liability Release**

Renter agrees to indemnify and hold harmless the Friends of Fendall Hall, its agents, employees, officers and directors against all expenses, liabilities, claims of any kind by and on behalf of any person or entity arising out of any injury or damage, on or about the property of Fendall Hall, including any injuries occurring away from said property.

Personal items brought to the house are the sole responsibility of the renter. Fendall Hall is not responsible for damage to or loss of any articles during an event or for those personal articles left at the house prior to or following any event. Fendall Hall is not responsible for loss or damage to automobiles or their contents while parked on our grounds.

The Renter is solely responsible for ensuring that all its agents and guests follow all the Friends of Fendall Hall policies and guidelines as well as local, state and federal laws. No one shall engage in unlawful activities while on the premises of Fendall Hall.

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## Fendall Hall Rental Contract

Date: \_\_\_\_\_

I, \_\_\_\_\_, do agree to uphold and follow the rental guidelines for Fendall Hall. I have read the information and guidelines, as well as the catering, florist and photographer guidelines, for the property. I fully understand these guidelines. I also agree to provide the guidelines to the appropriate personnel assisting at this event.

I understand that I am financially responsible for any damage that may occur to the property or its holdings during this event, including that which is over the damage deposit amount of \$150.00.

The event is to be held on \_\_\_\_\_ (month, day, year)

From \_\_\_\_\_ until \_\_\_\_\_ (no later than 10:00 p.m.)

Lessee Name: Please Print: \_\_\_\_\_

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Site Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For the Friends of Fendall Hall:

Full deposit is refundable if cancellation of event is received in writing one month before the day of the event. Please call the site manager and make sure your event date is available before signing this rental contract.

# *Fendall Hall Event Fees and Services*

## Fendall Hall Catering Guidelines

- During an event the caterer or their representative must remain on site for the entire event.
- Clean up is the responsibility of the caterer. All food and beverages must be removed. All dishes, glasses and silverware must be cleaned and ready to be put back in storage areas. All cleaning supplies, trash bags, brooms, etc. will be furnished by Fendall Hall.
- The kitchen floor is to be swept. Any spills or obvious food should be removed from the surfaces or floors inside or outside of the house.
- Garbage bags are to be removed from the building and deposited in the trashcans. Trashcans are located near the outside storage building. These may be brought to the back of the house for an event.
- All food must be prepared offsite. A stove, refrigerator and microwave are available for final prep work.
- The kitchen is equipped with a professional dishwasher. Cleaner for the dishwasher is provided by Fendall Hall. The Site Director will assist with the operation of the dishwasher if necessary.
- Chafing dishes should have a protective tray or pad underneath to protect the tabletop.
- Trash containers and ice chest must have a rug or tarp to protect the floors outside the kitchen. Fendall Hall has rugs for this purpose. Check with the Site Director for location.
- Anything brought into the house should be removed on the day of the event. Anything left at Fendall Hall without prior notice to the Site Director will be disposed of at her discretion.
- Fendall Hall has a limited amount of items for use for rental events. These include tables, chairs, tablecloths, napkins, china, glasses, and silverware. Please make arrangements with the Site Director prior to the event to use these items. One month prior to the event is suggested.
- The event host/hostess and caterer should meet with the Site Director to discuss the event at least one month before the scheduled day of the event. This will ensure that all needs and requirements are understood.

**Note: It is the responsibility of the event host/hostess to make sure the caterer receives a copy of these guidelines before the day of the event. The host/hostess is responsible for any damages caused by the caterer or their staff.**



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## **Florist Guidelines**

- The back entrance of Fendall Hall should be used for deliveries. If it is necessary to use the front entrance, items should be unloaded at the side stair entrance and then the vehicle moved to the parking area. Please do not block the drive any longer than necessary. Do not drive on the grass in the front of Fendall Hall, east side of the drive.
- Floral arrangements should be as near complete as possible when brought to Fendall Hall. Flower arrangements may not be constructed start to finish on site.
- Care should be taken to insure that trash and clippings are kept off the floor by using a tarp or other protective covering. All clippings and trash must be removed from the house before departing from Fendall Hall.
- All floral arrangements and decorations should be completed and in place at least one hour prior to the arrival of guests.
- Nails, staples, tape, glue or any other adhesive cannot be used on the house structure or furniture. Check with the Site Director if anything is to be affixed to the house or any part of the house or the furniture in the house. Any damage caused will be the responsibility of the event host/hostess.
- Greenery or flowers cannot be removed from the grounds of Fendall Hall and used in floral arrangements.
- Anything brought into Fendall Hall for use at an event must be removed the day of the event. Anything left without prior approval of the Site Director will be disposed of at her discretion.
- Fendall Hall or any person representing Fendall Hall is not responsible for any damage or loss of property belonging to the florist, event host or their guests.
- Candles or any devise with an open flame must have prior approval of the Site Director.
- Event host/hostess and florist should meet with the Site Director prior to the event to discuss floral decorations. At least one month prior to the event is suggested.

**Note: It is the responsibility of the event host/hostess to ensure that the florist has a copy of these guidelines prior to arrival at Fendall Hall on the day of the event. Any damages caused by the florist are the responsibility of the event host/hostess.**

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## **Fendall Hall Photography and Video Guidelines**

- Furniture is not to be moved or rearranged without the consent and supervision of the Site Director.
- Special care is to be given to decorative items. It is better to move than to risk breakage. This is to be done by the Site Director.
- No standing on any furniture for any reason. Before sitting on furniture check with the Site Director.
- During the photo shoot all photo equipment must be placed in one designated area when not in use. Do not place photography equipment on furniture or in chairs without prior approval of the Site Director. Folding tables are available if needed.
- Flash photography is allowed but please limit its use as much as possible.
- Please review your plans with the Site Director before the photo shoot begins. This will save time and confusion for all involved.

**Note: It is the responsibility of the rental client of Fendall Hall to insure that the photographer receives a copy of these guidelines before arriving on the day of the photo shoot.**