

Rhodes Hall House Rules and Policies

By signing Rhodes Hall's Rental Agreement, Renter agrees to the following: *(Please initial each section in the underlined area, indicating your agreement to comply with all statements therein.)*

Initial

I. General Rental Conditions

A. Events. Rhodes Hall is a historic house museum which permits a variety of events to take place at its facility. However, since Rhodes Hall is a state-owned building, political, religious and fundraising events are prohibited. Civic organizations and non-profit groups may rent the facility at discounted rates. Please consult our Special Events Coordinator if you have any questions regarding the type of event you wish to host.

B. Capacity. The maximum indoor capacity during a cocktail style reception is one hundred and seventy five (175) people. The maximum indoor capacity during a seated dinner reception is one hundred (100) people. The Renter must provide Rhodes Hall with an approximate guest count at the contract signing and a final guest count thirty (30) days prior to the event. The presence of more than the permitted number of guests will result in the loss of a portion, or all, of the security deposit.

C. Event Time. The amount of time allotted to an event on a Friday, Saturday or Sunday is eight hours. Of the total eight hours, three hours are for set-up, four hours are for actual event time, and one hour is reserved for clean-up at the end of the event. There is no additional charge for holding a ceremony at Rhodes Hall. Any additional hours outside the contracted time will incur a fee. A minimum event time of four hours is required for Saturday and Sunday events.

D. Event Time Restrictions. Event set up may begin no earlier than 4:00 p.m. Monday through Friday. Event setup may begin no earlier than 12:00 p.m. on Saturday. Event setup may begin no earlier than 3:00 p.m. on a Sunday. The contract will stipulate when an event will begin and end, and all functions are to end at the contracted time. Rhodes Hall reserves the right to require that all guests and vendors leave the building at the contracted time. If the Renter and vendors have not exited the building by the contracted time, the Renter will forfeit their security deposit and Rhodes Hall will send an invoice for any additional costs or damages.

E. Time Overages. If the event includes a wedding reception, the bride and groom should leave at least 30 minutes before the contracted event end time to ensure no time overages will occur and the vendors can begin clean up as scheduled. Alcohol bar service should also cease thirty (30) minutes prior to the contracted "event end" time.

F. Event Space. The rental fee for Rhodes Hall allows the Renter to utilize the first floor of the home, the front porch, and the front lawn. The Renter may not use the upper floors of the building (except for the 2nd floor restroom). If the event includes a wedding ceremony, the Sleeping Porch may be opened as a changing room for the bride and her attendants and the groom and groomsmen may use the Ground Level Conference Room, at no additional cost with the approval of the Special Event Coordinator. Make-up and hair must be completed before arrival at Rhodes Hall.

II. Payment

- A. Security Deposit/Rental Payments. The Renter is responsible for any damages that occur to Rhodes Hall during the rental. A damage deposit of five hundred dollars (\$500.00) must be paid at the time the rental application is made. This amount will be refunded in full following the event unless the event is cancelled; the date is changed; there is damage to Rhodes Hall grounds, furnishings, or contents; or Rhodes Hall is left in an unsatisfactory condition. Renter will be liable for all damages to Rhodes Hall, including its grounds, furnishings, and contents. A rental payment of five hundred dollars (\$500.00) must be submitted with the damage deposit and rental application. The rental payment is refundable if cancellation occurs at least 90 days prior to the event; otherwise, the fee is non-refundable. The remaining rental fee must be paid in full no later than 60 days prior to the date of the function. Failure to submit payment at that time will void the rental agreement and forfeit the deposit. **This fee is non-refundable, regardless of the circumstances of cancellation.**
- B. Refund. The security deposit will be sent to the address of the person whose name and address appears on the check/credit card unless the Renter requests, in writing, to send it elsewhere. If any changes in address have been made, it must be sent to Rhodes Hall in writing.

III. Set Up-Clean Up-Caterers-Decoration and Rental Equipment

- A. Set Up. Access to the facilities for setting up, including Caterers set-up, will be during the hours stated on the Contract ONLY. A written schedule of set-up must be provided to the Special Events Coordinator at least ten (10) days before the event. Rhodes Hall staff will not be responsible for the set-up and breakdown of the equipment used during the event.
- B. Clean-up. The premises must be left in as good a condition and repair as found at the beginning of the rental period. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facilities and no later than the exit time stated on the contract, or the Renter will be charged an overtime fee.
- C. Caterers. All events at which food and drink are served must be catered and all caterers must furnish Rhodes Hall with a copy of their business license and a certificate of liability insurance, including liquor liability, in the amount of \$1,000,000. The certificate should also state that Rhodes Hall is named as insured on the group's insurance policy for the date of the event. The caterer is responsible for setup and breakdown of ALL tables and chairs, beverage bars, and all other paraphernalia related to the event, including equipment provided by Rhodes Hall. Rhodes Hall Special Events Assistants are representatives of the museum and are not responsible for any setup or breakdown at an event. They are trained to ensure the safety of the historic house and handle any emergencies should they arise. The caterer has the right to shut down alcohol bar service at their discretion.
- D. Outside Caterers. If the Renter does not select a caterer on the Rhodes Hall's approved list, the Renter will pay an additional **\$1,250** and the caterer must undergo orientation by Rhodes Hall staff no later than sixty (60) days prior to the event. The Renter shall be responsible for all actions of his or her caterer. The Renter will clear the caterer with the Rhodes Hall Special Events Coordinator before booking caterer. The Renter is required to receive a proposal from at least one of Rhodes Hall's approved caterers. Non-approved caterers share the same responsibilities as approved caterers.

E. Flowers and Decoration. **Nothing may be hung, nailed, stapled, or taped to any of the walls, ceilings, floors, or furnishings at Rhodes Hall.** The Renter may wrap ribbon, or other non-abrasive material, around the indoor and outdoor stair railings. Helium balloons are prohibited inside of Rhodes Hall.

1. Mantels and Tables. Flowers may be placed on all fireplace mantels and tables. Flowers in water must be in containers that will not leak. The historic photographs on the fireplace mantels will be removed during each event to allow room for floral displays or personal photographs. However, the Renter has the option to request that the historic photographs remain out during the event.

2. Clean-up. The Renter is responsible for setting up and breaking down all decorations (i.e. photographs, cameras, favors) for an event. The Renter may enter the building during the designated set-up hours listed in the contract to decorate Rhodes Hall. The Renter may not decorate Rhodes Hall prior to their contracted event time.

F. Candles. Open flames are prohibited on the entire property. Candles **must** be enclosed in a glass votive or floated in water. Luminary candles are permitted on the front lawn of Rhodes Hall. Caterers are permitted to use sterno to keep food warm.

G. Rental Equipment. The Renter and caterer must supply all equipment necessary for any event. This includes tablecloths, trashcan liners, paper towels, knives, and detergents. All chairs and tables must have rubber tips.

1. Delivery. **Rented equipment, including tables and chairs, must be delivered between 9-5, Monday through Friday.** The Renter may have rental equipment dropped off at Rhodes Hall one day prior to the event so long as Rhodes Hall is informed of the delivery at least two business days in advance. **Pickup should be made by noon on the day after the event.** Rented equipment must be stored on the back porch outside the building. Exceptions will be made for weekend events and holidays with advance notification to the Special Event Coordinator.

H. Dancing and Music. The front porch is reserved for dancing at Rhodes Hall. The front porch provides a 16x14 foot dance floor space. The city of Atlanta requests that amplified music outdoors end at 10:00 p.m. in compliance with Atlanta noise laws. Dancing is permitted indoors only in the event of inclement weather. **The Renter must rent a dance floor if they elect to dance indoors. Any entertainment inside Rhodes Hall must maintain a sound level that does not exceed 50 decibels.**

I. Tents/Pipe and Drape. The Renter must request, in writing, permission to erect a tent on the front lawn. Tents larger than 10 x 10 require a City of Atlanta permit. The tent **must** be erected and positioned with weights. Erecting a tent with spikes is strictly prohibited. Pipe and drape must be set up during the contracted set-up time and it must be removed at the end of the event.

J. Birdseed. No birdseed, confetti, glitter, or rice may be thrown or distributed either inside or outside Rhodes Hall. Bubbles may be used on the front porch and front lawn. Only silk rose petals may be used at Rhodes Hall as real petals will stain the historic property. **Sparklers or any other type of pyrotechnics are not permitted on the grounds of Rhodes Hall.**

K. Animals. Only service animals are allowed inside Rhodes Hall.

L. Publicity. The Special Events Coordinator must approve all publicity concerning Rhodes Hall.

M. Floor Plan. The Renter must submit the event set-up floor plan **at least 30 days prior** to the event for approval by the Rhodes Hall's Special Events Coordinator. The Renter is strongly encouraged to meet at Rhodes Hall at least four weeks in advance of their event for a walk-through with all involved parties to create a final floor plan. The Renter must contact the Special Events Coordinator to arrange the date and time for their vendor meeting at least one week in advance to ensure the building is open and available at that time.

N. Antique Furniture. Only certain antique pieces can be moved from the original location and cannot leave its designated room. Only Rhodes Hall staff can move the antique furniture.

O. Ceremony Only Events. The Renter is responsible for set up and break down of all furniture and decoration. The Renter cannot lean furniture on Rhodes Hall's walls. Only Rhodes Hall staff can move the antique furniture.

IV. Security

A. Security. We require security at every event. Included in the rental fee is one security person to assist with parking directions, handicapped guests and general event security.

B. Building Security. Rhodes Hall is not responsible for any valuable items left in the facility. The Renter should take necessary precautions to protect valuable personal property. The Renter or caterer is responsible for removing all items brought in during the event. Items left at Rhodes Hall for more than 48 hours after the event are considered property of Rhodes Hall.

C. Wedding Dress, Hair and Makeup. The renter may not store the wedding party's clothing overnight at Rhodes Hall. All hair and makeup must be done off premises.

V. Food, Beverages and Products

A. Alcohol. The Renter is permitted to provide their own alcohol for events at Rhodes Hall as long as the Renter meets all of Rhodes Hall's requirements. The caterer must serve the alcohol at an event and provide Rhodes Hall with proof of \$1,000,000 (one million) dollar liquor liability insurance with Rhodes Hall listed on the insurance. Kegs are not permitted inside Rhodes Hall at any time but may be stored and served outside. Rhodes Hall does not allow a bar to be placed in the Parlor Room.

B. Smoking. Smoking is only permitted outside of Rhodes Hall in designated areas.

VI. Facility Use

A. Rehearsal. Requests for rehearsal time must be indicated on the application and scheduled in advance. Rehearsal time is dependent on the availability of the facility. All rehearsals must be scheduled with the Special Events Coordinator. **We reserve the right to reschedule the rehearsal time if deemed necessary.**

B. Bridal Portraits. The Renter may schedule a free bridal photo shoot at the facility when they book Rhodes Hall as their ceremony or reception site. The Renter must contact Rhodes Hall at least one week in advance to schedule the appointment.

C. Wedding Coordinator. It is highly suggested that the Renter hire a wedding coordinator to plan and coordinate the event. If the Renter does not hire a wedding coordinator, they

must choose one individual who is not in the wedding party to be a contact person on the day of the event. The contact person will be called upon to answer questions regarding event set-up and break down.

D. Rhodes Hall Staff. Each event at Rhodes Hall will have a minimum of two event staff on hand whose primary responsibility is to protect Rhodes Hall. Staff is included in the event costs and is mandatory at every event. Rhodes Hall staff will assist people with becoming familiar with the facility but are not responsible for set-up or clean-up of the event. **Only Rhodes Hall staff can move the antique furniture.**

Your signature below acknowledges that you have agreed to abide by the above Rhodes Hall Rental Rules and Regulations.

Renter's Name

Renter's Signature

Date