



# Carlyle House Historic Park

## RECEPTION RESERVATION OF CARLYLE HOUSE HISTORIC PARK

Thank you for choosing **Carlyle House Historic Park, a property of NOVA Parks**, to host your upcoming event. This document includes Carlyle House's Rental Agreement and Guidelines for your event. Please read these documents carefully and familiarize yourself with the site's requirements. In addition, please thoroughly review the caterer's responsibilities, as they are also part of the contract documents and your responsibility.

If the Rental Agreement and Guidelines are acceptable, please initial each page and sign the final page. Please return the signed agreement and the required payment to the museum office by the due date. We require a copy of your valid driver's license as proof of residency. If you prefer, you may meet with a member of the museum staff to sign the contract and pay your deposit in person. If that is your choice, please contact the museum as soon as possible to schedule that meeting. We will return a copy of the fully executed contract to you for your records.

We look forward to working with you. Please do not hesitate to contact our Rental Supervisor or me with any questions you may have.

Sincerely,

Andrea Cochrane Tracey  
Site Manager  
carlylerentals@nvrpa.org



# Carlyle House Historic Park

## Reception Rental Agreement and Guidelines

Carlyle House hosted and witnessed much of the area's history, and Nova Parks encourages the public's use of the site. The policies and guidelines set forth in this agreement reflect the importance of protecting this historic property. Please assist us with your thorough understanding and cooperation.

**The Renter, \_\_\_\_\_, whose signature is affixed below, is solely responsible for compliance with *all* conditions of the Rental Agreement.**

1. Carlyle House has the right to refuse, cancel or amend this Agreement for reasonable cause, and upon exercise of that right, the Renter agrees Nova Parks shall not be liable for any damages, refund of investment, and/or any payments other than deposits advanced to Nova Parks.
2. The areas to be occupied by the Renter are defined as the garden, front lawn and Magnolia Terrace and museum basement. All other areas are designated as public areas or restricted for authorized staff use. If requested, the **museum's first floor center passage will be open for your guests during the first hour of the reception. The center passage will be closed to guests after the first hour.** No food, drink, or flash photography are permitted inside the museum.
3. Carlyle House will not accommodate storage before or after the rental period. These hours may be adjusted but may **not** go beyond the designated curfew of 12:00 am (midnight). The Renter agrees that the grounds may not be occupied by the Renter, guests, other outside services, or vendors except during the contracted hours, and that a fee will be deducted from the security deposit for early arrivals or late departures. This includes not only the defined areas, but the property itself.
4. Payment
  - a. The rental date is secured when the rental contract is approved and signed by the Carlyle House Site Manager or staff and after the approved initial deposit is made. The Renter must provide an initial deposit of fifty percent (50%) of the rental fee plus the state sales tax (6%), upon signing this Rental Agreement. The balance of the rental fee and a security deposit are due no later than sixty (60) days prior to the rental date. Payment may be made by check or credit card. **The \$500 security deposit will not be applied towards the rental fee.**
  - b. In the event that the Renter cancels the reservation 6 months or more prior to the rental date, the entire payment is refundable, minus a \$250 administrative fee. In the event that the Renter cancels the reservation *less* than 6 months prior to the rental date, all payments are forfeited with the exception of the security deposit (\$500).  
**In the case of the latter circumstance, if the canceled rental date is rebooked, all payments will be refunded, minus a \$250 administrative fee.**
  - c. If the Agreement is terminated as aforesaid, or for any reason or cause whatsoever as elsewhere provided in the Agreement, all rights of the Renter therein shall be forfeited without any claims for damage, compensation, refund of deposit or any

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other payment whatsoever, unless otherwise stipulated herein, against Carlyle House, Nova Parks, its officers, employees or agents.

- d. Performance of this contract is contingent upon the ability of Carlyle House to complete the same. Carlyle House is not liable for the failure to complete this contract due to strikes, labor disputes, accidents or any other causes beyond the control of Carlyle House preventing or interfering with performance. Carlyle House reserves the right to cancel the contract without notice and without liability in the event of breach of the contract by the Renter, when the rules are not observed, or when functions are of a nature not acceptable to the Nova Parks.
  - e. Carlyle House retains the right to apply the full security deposit, or any portion thereof, toward recovery of damages for any breach of this Agreement.
  - f. The security deposit shall be refunded to the Renter within thirty (30) days after the rental date, provided the Renter meets all obligations stated herein. The Renter is responsible for notifying Carlyle House of any change of address, as any refund will be mailed to the address on the Rental Agreement. The Renter will be charged a \$25 fee for returned checks.
5. Special Considerations for the Facility:
- a. The Renter must confer with Carlyle House staff at least thirty (30) days in advance of the rental date. At this time, the Renter will be asked to confirm all details and return the Final Details Sheet as well as all other requested documentation from vendors including, but not limited to, Great Blue Heron Catering.
  - b. The Renter agrees to comply with a **limit of 75 persons** for this event.
  - c. It is understood that the Renter expressly agrees to indemnify and hold harmless Nova Parks, Carlyle House, its officers, directors, servants, agents, and employees ("the releasees") from and against any and all claims, demands, actions, causes of action, damages, liabilities, and expenses arising out of the operation of this agreement, and/or the conduct of this event, except for "the releasees" own negligence or intentional acts.
  - d. Carlyle House assumes no responsibility for personal property.
  - e. Carlyle House staff will be present during all rental hours and shall have sole authority at all times regarding the park property.
  - f. No portion of this contract may be reassigned to another party without the explicit written agreement of the Nova Parks.
  - g. In the event of any breach of this agreement, Nova Parks shall be entitled to recovery of its costs, including reasonable attorney fees, incurred in enforcing of Nova Parks' rights herein.
6. Rental Period
- a. Carlyle House Historic Park is available for reception rentals seven days a week from 4:30 pm until midnight. This time period includes all set-up and breakdown. All events must be over, clean-up completed, and everyone off-site by midnight. The site will be available for the contracted hours of the rental period **only**. All decorating, deliveries, set-up, and clean-up must be **within the rental period**. All

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people and equipment must be off the site by midnight. **In cases of curfew violations, the security deposit could be forfeited.**

- b. Deliveries and pickups must be **within the rental period**. Carlyle House does not supply a storage room. Carlyle House staff is not responsible for any outside property or rental equipment brought in for your event. Carlyle House will not be responsible for personal property lost, stolen, or left on the premises.
  - c. One additional hour prior to those contracted may be reserved with the approval of the Site Manager or staff. *Advance* payment of \$250 plus tax is required. The additional hour runs from 3:30 pm to 4:30 pm. Additional hours may **not** go beyond the midnight curfew.
7. Food and Beverage
- a. **Eating and drinking are not permitted inside Carlyle House.**
  - b. The caterer must provide a certificate of insurance at least sixty (60) days prior to the event for the amounts of liability specified by the Carlyle House staff. The certificate must name Nova Parks as additionally insured. All food must be prepared off site except for beverages, but food can be warmed on site with prior staff approval. No cooking over a gas flame or with hot oil is permitted. A copy of your final catering contract may be requested by Carlyle House to have on file.
  - c. Renters who plan to serve alcoholic beverages must use the Nova Parks / Great Blue Heron Catering to provide and serve all alcoholic beverages. Please include a copy of your contract with Great Blue Heron when you return your final details sheet thirty (30) days prior to your rental.
  - d. Renters who plan to have a cash bar or to charge admission are responsible for obtaining any necessary permits and licenses. All ABC regulations must be complied with, and the bar must be run by Nova Parks/Great Blue Heron Catering.
  - e. Catering equipment may be delivered only during the rental period.
  - f. Clean-up is the responsibility of the Renter and the caterer, and failure to do so could result in forfeiture of the \$500 security deposit. All steps on the "Checklist for Clean-Up" must be completed by the Renter, the caterer, or designated representative to the satisfaction of the Carlyle House staff member in charge. After its completion, the Checklist must be signed by the Renter, the designated representative or caterer's representative and signed by a Carlyle House staff member.
8. Event Set-Up and Decorations
- a. **Absolutely no amplified music is allowed in the house, yard, or on the Magnolia Terrace.** This includes stereos, electric pianos, or any other instruments or equipment which requires a microphone, speaker, batteries, or are plugged into an electrical source. The site does permit small Bluetooth speakers. Carlyle House is located within a residential area and is subject to City noise ordinance control.
  - b. No signage, objects, furniture or outdoor decorations belonging to Carlyle House Historic Park may be moved or used without the approval of the Site Manager or the Site Manager's designated representative. The Renter is responsible for seeing that

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all participants at the event do not move or use any objects or furniture belonging to Carlyle House Historic Park. No exhibit, room display, or any other presentation inside or outside the museum may be dismantled, rearranged, or moved, **including but not limited to British flags displayed in March and April and black drapery displayed in October. The Magnolia Terrace is tented from late March through early November.**

- c. All decorations must be approved in advance by the Site Manager or staff. Decorations are not allowed on the walls. The use of tape, tacks, glue, or nails to attach decorations is prohibited. If any of these items are used your security deposit could be forfeited. All decorations must be removed and the property surrendered in the same order and condition as it was received.
  - d. Open flames are not permitted unless used for ceremonial purposes only, and any candle usage must be approved by the Site Manager at least thirty (30) days in advance. Cost for damage due to candle use will be assessed to the Renter. Use of fireworks of any kind is strictly prohibited.
  - e. Only natural bubbles and sugar confetti may be used outside. Rice, bird seed, real flower petals, silk flower petals, and confetti are prohibited. The release of balloons in the park is prohibited.
  - f. **Smoking is prohibited in the park.** Guests must be advised that they must use the City/public sidewalk or parking lot for smoking.
  - g. Chairs and people are prohibited in the garden beds.
9. Museum Usage
- a. Carlyle House does not have a dressing area. Brides and other members of the wedding party must dress elsewhere prior to arrival.
  - b. Carlyle House does not have any storage area for gifts. Any gifts brought to the event are the responsibility of the Renter. Carlyle House assumes no liability for missing or lost gifts.

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## ACKNOWLEDGMENT

I have received and reviewed a copy of the "Carlyle House Historic Park Rental Agreement and Guidelines" and agree to abide by all rules, regulations, policies, and procedures therein.

Agreed to:

Rental Date / Hours: \_\_\_\_\_

Renter / Event: \_\_\_\_\_

Rental Fee/Form of payment: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Renter*

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Accepted for Nova Parks:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Site Manager or Site Specialist*

Notes:

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