

Rose Hill Mansion Facility Use Guidelines

Available Spaces: Rose Hill Mansion is available for rental from May 1 to October 31. The event (including set-up, clean up, and guests vacating the property) must take place between 3:30 pm and 9:30 pm. The maximum number of guests that the site can accommodate is 75.

Booking an event on site does not permit exclusive access to the grounds and buildings, nor will it preclude normal museum operations. No access is allowed to the buildings other than following:

- First Floor of Rose Hill Mansion
- Front and back porch of Rose Hill Mansion
- Patio
- The grounds surrounding Rose Hill Mansion
- Carriage House Visitor Center and Gift Shop

Fees and Payments: The rental fee is \$600. A \$300 deposit is necessary to reserve a date and is due at the time that the Facility Use Agreement is signed and the Guidelines are initialed and dated. A copy of the signed Agreement will be sent to the renter. Cancellations must be submitted via e-mail or written letter by the agreement signer. A refund of half of the deposit will be given if notice of cancellation is given 60 days or more prior to the event. If less than 60 days is given there will be no refund. Final payment, along with the final headcount, is due no less than 30 days before the event. There is a Security Deposit of \$300 and a Cleaning Fee of \$150 both of which are due with the deposit. Any damages exceeding the Security Deposit will be charged to the renter's credit card on file. After the event, if there has been no damage and all policies have been followed the Security Deposit will be returned within 30 days per New York State Law. Payment must be submitted to the Geneva Historical Society (also known as Historic Geneva) via cash, check or credit card. If paid with cash, the renter is required to place a credit card on file at the time of booking.

Policies: We encourage the renter to help us preserve our buildings and collections for future generations. Guests seen acting inappropriately or in any way endangering our collections, including our buildings, grounds, or artifacts, will be asked to leave the site immediately. Failure to uphold these policies will result in the immediate termination of the rental event and, if warranted, criminal prosecution.

Reserving A Date: The reservation process will not be completed until a Facility Use Agreement has been signed and returned to the Geneva Historical Society (also known as Historic Geneva) with half of the Rental fee and the entire Security Deposit and Cleaning Fee. The prospective renter will have two weeks after tentatively reserving a date to sign the agreement and return it with the fees. After two weeks, the date that the renter has requested cannot be guaranteed.

Confirmation: At the time that the balance is due, the renter must provide final confirmation on details of the event including set-up, start time and end time; final headcount; and the names, contact information, and arrival times of any on-site vendors, including caterers, florists, musicians, rental companies, and photographers. It is the responsibility of the renter to contact Geneva Historical Society staff to confirm these details. A copy of the certificate of liability insurance and copy of liquor license, if applicable, must be submitted with final payment as well.

Facility Information

- The primary mission of the Geneva Historical Society is as a museum open to the public. Private functions cannot interfere with this mission.
- There are two unisex bathrooms located in the Carriage House Visitor Center and Gift Shop and two unisex bathrooms in the East Tenant Cottage.
- There is a small kitchen located on the first floor of Rose Hill Mansion.
- The renter is responsible for providing any and all tables, chairs, glasses, silverware, table service, food, beverages, tents, and any other items necessary for the event. If the client utilizes the services of any contractor, volunteers, or hired help, including but not limited to a licensed caterer, the renter assumes all responsibility for their conduct and any damage to or loss of the buildings, its contents, or grounds and any personal injury incurred by such contractors, volunteers, or hired help.
- The location of tent(s) must have the approval of the Geneva Historical Society prior to installation. The tent(s) must be removed the day after the event during regular business hours.
- All setup and deliveries must be coordinated with the Geneva Historical Society staff to prevent conflicts with other scheduled areas.
- Vendor deliveries may be made the day of the event during regular business hours.
- Food and beverages are allowed in the Carriage House Visitor Center and Gift Shop, the grounds surrounding Rose Hill Mansion and the following areas of Rose Hill Mansion – Kitchen, Dining Room, Breakfast Room, and Main Hall.
- Food and beverages are not allowed in the following areas of Rose Hill Mansion – Front and Back Parlors, Parlor Bedroom, and Office.
- The renter is required to do a walk through with a Geneva Historical Society staff member 48 hours prior to the event.
- Overnight storage is at the discretion of the Executive Director.

Staffing: There will be at least two Geneva Historical Society staff members on-site at all times during the event. The staff's role is to supervise and prevent damage to the property and collections and to monitor that the agreed upon policies are honored. They are not responsible for assisting with setup or teardown by the renter.

Photography: Photographs can be taken of Rose Hill Mansion and the grounds. No flash photography is allowed inside the mansion.

Smoking and Vaping: Smoking and vaping are only permitted in parking areas. There is no smoking and vaping permitted in any of the buildings.

Food and Beverages: No food or beverages are permitted in non-designated areas of Rose Hill Mansion at any time. The caterer and/or renter assume responsibility and liability for illness resulting from the serving of food and drink at the Geneva Historical Society's property and will hold the Geneva Historical Society harmless in all respects. It is the responsibility of the caterer and/or renter client to comply with all applicable Health Department regulations.

Open Flames: Except for sterno cans, open flames or any fires (including candles) are not permitted in any of the buildings and on the grounds

Decorations: No tacks, staples, tape, pins, nails or glue may be used to attach decorations or other items to the buildings, fencing, trees, shrubs, or other structures or plant material. Pipe cleaners and/or string are recommended. Confetti and glitter are not permitted. Location and appropriateness of all decorations may be determined by the Geneva Historical Society. All decorations must be removed completely immediately following the event.

Parking: All driveways must be kept clear of parked vehicles for fire safety reasons. Parking is available to the east and north of the Carriage House Visitor Center and Gift Shop. Geneva Historical Society staff will supervise event parking.

Clean-up: All trash and decorations must be cleared at the end of the event. Dumpsters are available for trash disposal. The facility should look as it did before event setup or the security deposit will not be returned.

Liability Insurance

- Any party using the Rose Hill Mansion facility or grounds shall be responsible for obtaining and paying for any special licenses, fees or permits required.
- All vendors must provide the Geneva Historical Society with a copy of their certificate of liability insurance from their insurance company no less than 30 days prior to the event.
- The renter shall file with the Geneva Historical Society, at least 30 days prior to the event, a certificate of insurance naming the Geneva Historical Society as additional insured for the time period of the event. Failure to provide proper documentation will result in the cancellation of the event by the Geneva History Society and forfeiture of the security deposit. Commercial general liability insurance with minimum limits of \$1,000,000 occurrence/\$2,000,000 aggregate is required.
- Alcohol may only be served by a licensed caterer or certified server trained under New York ABC rules. If alcohol will be furnished, served or consumed at the Event, renter agrees to the following additional terms:
 - Renter shall contract with a caterer or other third party to furnish or serve alcohol at the event. Such caterer or third party shall procure and maintain at its sole cost and expense commercial general liability insurance with minimum limits of coverage of \$1,000,000 per occurrence/\$2,000,000 in the aggregate, and liquor liability coverage insured with a minimum limit of coverage of \$1,000,000 per occurrence/\$1,000,000 in the aggregate. The Geneva Historical Society shall be named as additional insured. Renter will furnish the Geneva Historical Society with a certificate of such insurance prior to the Event.
 - Host liquor liability coverage may be substituted when alcohol is consumed and not sold at the facility with the prior written approval of the Geneva Historical

Society. The Geneva Historical Society shall be named as an additional insured on the host liquor liability insurance.

- Renter and/or renter's guests shall not provide alcohol to persons under the age of 21 or to persons already impaired or are apparently intoxicated. Renter and/or renter's guests shall require proof of age of all persons prior to serving them with alcohol.

Indemnification Agreement: The renter assumes responsibility for the behavior of guests and for the consequences of that behavior while on the premises. The renter agrees to indemnify and defend the Geneva Historical Society, its directors, employees, volunteers, agents or subcontractors against all liability costs, including attorney's fees, which arise in connection with the renter's use of the facility including any acts or omissions of its agents, contractors, employees, invitees, servants or subcontractors, except that which results from negligence or willful misconduct of the Historical Society, its directors, employees, volunteers, agents or subcontractors. A

Acknowledgment of Guidelines: The Facility Use Guidelines are part of the Facility Use Agreement. The renter must abide by these guidelines and any other rules and regulations set forth by the Geneva Historical Society. Signing the Facility Use Agreement acknowledges that these guidelines have been read, understood, and accepted.