

CHARNLEY-PERSKY HOUSE

Request for Rental of Charnley-Persky House

Please note the following rules/restrictions which will apply to rentals of the CPH:

Types of rental: The house may be rented for small receptions, meetings, programs and other events as approved by the executive director. Due to the fragility of the historic structure, we are unable to accommodate weddings. All rental requests must be approved by the executive director.

Capacity - 50 people (guests) CPHM and catering staff are not included in this number.

Hours – Events may begin no earlier than 8:00 a.m. and end no later than 9:00 p.m.

Rental Fee/Payment - Rental rate is \$500 per hour with a three hour minimum. A 50% deposit is due two weeks before the event, with the balance due on the day of the event. Please contact the SAH office if your group is a non-profit for the non-profit rate.

Food – Caterer must be approved by CPHM. No candles or open flames are permitted including the use of sterno. CPHM will provide a list of recommended caterers.

CPHM will provide house linens for the table and buffet, wine glasses, small plates, cutlery. Linens and equipment limited to supply on hand.

Renter will provide food, beverage, ice, napkins, garbage bags, bar tools, ice buckets, any other service equipment not available via CPHM.

Renter will provide necessary waitstaff/bartenders.

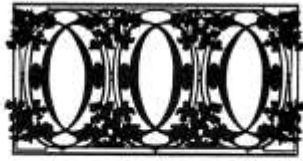
Beverage - No red wine or staining food or beverages.

Parking – The CPHM will provide a single parking space for the caterer in the CPHM driveway directly behind the house. There are several garages that rent to the public hourly in the immediate vicinity of the CPHM for guests.

Cleaning – Caterer will be responsible for the cleanup of the event

- Dishes loaded into the CPHM dishwasher
- all leftover food removed, breakdown of table and buffet settings
- recycling in containers, trash bagged and put in CPHM trashcans
- floor swept

Access & Care – Access to house is limited to the basement and first two floors. The balcony will be open weather permitting. The fireplace hearth tiles must not have anything placed upon them, and care must be taken not to step upon them by reception guests. Any damage sustained to the CPHM during a reception will be financial responsibility of the renter and will be invoiced after the event. Nothing may be affixed to the walls or ceiling.



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Certificate of Insurance - Caterer must be licensed and bonded and carry Dram Shop insurance. Caterer must provide a copy of their Certificate of Insurance with SAH and CPHM listed as additional insureds.

Name:

Phone:

Email:

Description of event:

Number of guests:

Please return a copy of this completed form to the address listed below, or via email to Anne Bird, at abird@sah.org.

Once approved, a Rental contract will be sent for signature and deposit.