

## **Colonel Paul Wentworth House Rental Policy revised 6/2012**

### **General policy**

The Colonel Paul Wentworth House is a unique historic property with architectural and historic significance, and is maintained by the Association for Rollinsford Culture and History (ARCH) as an educational and cultural center. ARCH has an obligation to preserve this historic house, its contents and its landscape. Therefore the ARCH board reserves the right to deny a rental to a group or entity whose goals and programs are inconsistent with the mission and goals of ARCH. Furthermore, given the residential setting of the house, ARCH may deny rental applications for events which in the judgment of the board would be detrimental to good relationships with the neighborhood.

### **Limitations**

Rental applicants must be ARCH members, or in the case of a group, at least one person in the rental group must be an ARCH member. That member must sign the rental application and take responsibility for compliance with ARCH policies and procedures regarding rentals.

Fundraising events or events of a political nature are not permitted.

Interior house use is limited to the three major downstairs rooms (parlor, dining room, kitchen). The office and buttry are off limits. Guests are permitted upstairs only when accompanied by ARCH staff. Tours of the Wentworth House may be scheduled but must be arranged in advance of the event.

Guest limit for indoor events is 40 persons. The guest limit for outdoor events is 100 persons. For outdoor events involving more than 50 persons, the renter must provide a portable toilet from an approved vendor.

The Wentworth House is a smoke-free facility. No smoking is permitted in the house or on the grounds.

No open flames are permitted. Candles are only permitted in enclosed glass containers (hurricanes). Fires in the fireplaces will be at the discretion of ARCH personnel, and will be laid, lit and maintained by ARCH staff only.

No decorations may be attached to the interior or exterior of the building.

Parking on Water Street is restricted to the side of the street opposite from the house. Guests must not block access to neighbors' driveways.

Out of consideration for our neighbors, music (either live or recorded) is at the discretion of ARCH.

A designated ARCH staff member must be on site at all times during the event, including set-up and clean-up.

No kitchen facilities are available at the Wentworth House. Renter's caterer must contact ARCH to discuss space limitations and options. Caterer must provide proof of current liability insurance.

Alcohol service is restricted to beer and wine. Alcohol may be served but not sold. Renter is responsible for securing any appropriate permits and insuring that alcohol service is in compliance with state and local regulations. Renter assumes all responsibility for any damage or loss of ARCH property and for any

personal injury to any member of the group served during, or as a result of the renter's use of the property.

Tents are permitted for outdoor events (at the renter's expense), but in designated locations (behind the house) only. ARCH staff must be on hand during set-up.

The renter shall be liable for the safety, conduct, and control of guests and all persons on the property in connection with the event. **The renter is also responsible for the removal of all trash associated with the event.**

#### **Handicap accessibility**

Renters are advised that, as an historic structure, the Wentworth House has narrow doorways and steep stairs. All rooms may not be handicap accessible. The bathroom doorway is wheelchair accessible, and a ramp can be provided for access from the outside into the kitchen.

#### **Rental fees**

The base fee for indoor events is \$250 for four hours. The four hours includes set up, event and clean up. There is a \$100 *refundable* damage deposit required. This will be mailed to you after the event, if no damage to house or property has occurred. Total due prior to the event: \$350.00. **Additional time is charged at \$75 per hour.**

The base fee for outdoor events is \$350 for four hours. The four hours includes set up, event and clean up. There is a \$100 *refundable* damage deposit required. This will be mailed to you after the event, if no damage to lawn, house or property has occurred. Total due prior to the event is: \$450. **Additional time is charged at \$75 per hour.**

A \$100 non-refundable deposit is required at the time of application, and will be applied to the balance due. A \$100 refundable damage deposit is also required. Charges must be paid in full **30 days prior** to the event.

Drop-offs of food, flowers, decorations, etc. prior to an event must be arranged in advance with ARCH staff. Time involved may be billed as above.

The ARCH Board may amend any portion of this policy (including fees) at their discretion.