



**2016**

**HARRIS-CAMERON RENTAL AGREEMENT**

**THIS IS A “NON-SMOKING” PROPERTY**

RENTER: Please initial at each numbered section.

\_\_\_\_ 1. The capacity of the Harris-Cameron Mansion is limited to 90 for a served sit-down affair with seating in two separate rooms. The maximum number of people who can be seated for a meal in the parlor is 60. One Hundred (100) people may be accommodated for a stand-up affair using the Parlor and Dining Room combined. The dimensions of the major first floor spaces where most events are held are: Parlor: 35 ft. x 22 ft. and Dining Room: 35ft. x 16 ft. There is an allowance to these dimensions for furniture and artifacts that cannot be moved for events.

\_\_\_\_ 2. The second floor of the Mansion is closed to those attending a private event, unless special arrangements have been made. No one is permitted on the second floor except in the company of a Society representative or a docent. A brief presentation on the history of the Mansion may be scheduled as part of an event for a flat fee of \$25 and only if staff is available to do so.

\_\_\_\_ 3. The Historical Society will have a representative on duty to monitor compliance with rental policies, protect the Mansion and its contents, and address any facility issues that may arise.

\_\_\_\_ 4. Decorations: **No candles, open flames or sparklers are permitted in the mansion or on mansion property.** Only electric candles are permitted. Banners and other visuals are permitted, provided they do not damage Mansion furnishings and are approved by the Historical Society of Dauphin County staff. Signs may not be taped to the front door, any outside fixtures or anywhere inside the mansion. Nothing may be placed on the piano. Confetti and dried flower petals are not permitted, due to the difficulty of removing them from between the floorboards. Historical Society staff may require certain decorations or items be removed.

\_\_\_\_ 5. Food preparation and service must be handled by a caterer registered to cater events in the Mansion. Caterers and other contractors are to be selected from the enclosed list of pre-registered caterers and contractors, or are to be registered with the Historical Society prior to the event. In order to be registered, a caterer must meet all requirements of the Historical Society caterer’s contract and have a signed contract on file in the Society’s office prior to the event. Should you wish to use a caterer not currently on the list of registered caterers, please arrange to have the caterer contact the Historical Society immediately upon returning your signed rental agreement and reservation deposit. The name of your caterer must be provided to the Historical Society no later than one month prior to your event. Delivery and pick-up of function supplies, and event set-up times must be arranged by your caterer with the Historical Society office.

\_\_\_\_ 6. A cash bar is not permitted. **All alcohol must be served by a pre-approved, properly licensed and insured server.** Caterers who are approved to cater events in the mansion usually have staff members licensed to serve alcohol. Licensed bartenders at a reasonable hourly fee are also available through the bartender

service included on the list of registered caterers. **Self-service of alcohol is prohibited at private events in the mansion. Providing alcohol to minors is also prohibited and will be cause for termination of the event.** All beer must be served in bottles, cans or glasses. Kegs and pouring of shots are not permitted. Event hosts may request that the bar be closed 15-30 minutes prior to the end of the contracted rental period, if preferred, in order to assure that guests depart at the time scheduled for the event to end. Please inform your bartender, if this is the case. Unless by prior arrangement, events must end and catering personnel and guests be off the premises by the end time on the contract.

\_\_\_\_7. Renters of the mansion are responsible for the conduct of their guests and are financially liable for any damage or loss to the property, including furnishings, artifacts and the premises. No action or activities may jeopardize preservation of the historic building, furniture or other property, or endanger the public, the guests or the staff. Please ask your guests to treat the home and its contents with respect.

\_\_\_\_8. Recorded music may not be played at high volume and live music may not include percussion instruments. Excessive noise and destructive or unruly behavior, including drunkenness, are prohibited. The Society representative retains the right to have offenders evicted.

\_\_\_\_9. Caterer rentals on behalf of third parties are permitted with prior approval. Caterers will be required to have both a **Rental Contract** and a **Caterer's Contract** signed and in place for the event.

### **Minimum Rental Time is 2 hours**

#### **10. Fee Schedule \***

Event and caterer set-up/tear-down	\$300 per hour/part of hour** - Evening and Weekend \$150 per hour/part of hour - Midweek Daytime
Refundable Overtime/Damage Deposit	\$150***

\* Table furnishings, table covers and all other equipment needed for your event must be provided and set up by your caterer or a party rental firm or HSDC can provide:

Four	6 ft. rectangular tables	@ \$ 5.00 each – Burgundy Linens only
Six	5 ft. rectangular tables	@ \$ 5.00 each – Burgundy Linens only
One	5 ft. round wooden table	@ \$ 5.00 each
Eight	4 ft. round plastic tables	@ \$ 5.00 each – Ivory with Burgundy Linens only
Six	Hi-top tables (28 w X 40 h)	@ \$ 5.00 each
Seventy	banquet chairs	@ \$ 1.00 each – Burgundy seat & back
Linens:	Burgundy for rectangle tables	@ \$ 5.00 each
	Burgundy toppers for Ivory	@ \$ 5.00 each
	Ivory for 4ft. rounds.	@ \$10.00 each

\*\* The hourly rate applies to all time that use of the Mansion is required, including caterer set-up and tear-down. Depending on the schedule of other activities in the mansion, set-up for evening or weekend events may be accommodated from 10:00 am to 4:00 pm, Monday through Friday at the reduced weekday daytime rental rate of \$150 per hour. Set-up at other times will be billed at the regular hourly rate. Non-profit organizations will receive a discount on the hourly rate of 20%.

\*\*\* The overtime/damage deposit is refundable, less any property damage incurred as a result of the event or any occupancy by guests or catering staff beyond the contracted rental time.

\_\_\_\_11. **Billable Time:** Depending on the nature of your event, your caterer may require significant set-up time to assure all is ready prior to the arrival of guests. Therefore, for initial planning purposes and for purposes of calculating the rental deposit, please add two hours for caterer set-up prior to the event and one-half hour for caterer tear-down at the end of the event, to the planned time of your rental. Actual time required for set-up may vary from as little as one hour for a simple stand-up hors d'oeuvres reception to as much as four hours for an elaborate sit-down

meal. An adjustment to your total rental hours can be made prior to the final payment for your event, following discussion with your caterer. Mansion rental time includes any use of the Mansion prior to or following your event, beginning when any person (photographer, family member, wedding party member, guest, caterer, florist, etc.), who is involved with the event requires access. Please have your caterer contact the Historical Society prior to your final payment to confirm hours of access required.

\_\_\_\_\_ 12. The Society representative **will** remain on duty until your guests and the caterer vacate the premises. However, it is the renter's responsibility to assure that guests depart the event in a timely manner, in order to avoid the deduction of additional occupancy charges from the overtime/damage deposit.

\_\_\_\_\_ 13. **Deposit: A deposit of \$150 is due when the contract is returned and the event is added to the Society's calendar.** Payment in full is due **four weeks prior to the event.** The overtime-damage deposit may be provided in a separate check to be returned if no damage or overtime occupancy occurs. The overtime/damage deposit will be refunded in full following the event, less any damage incurred or mansion use over the contracted hours.

\_\_\_\_\_ 14. **Cancellation and Refunds:**  
For events cancelled in writing more than four weeks prior to the scheduled date, the full deposit less a \$50 reservation processing fee will be refunded. For events cancelled less than four weeks prior to the scheduled date, the initial deposit will be retained in full by the Historical Society. The Society will, however, make **every** effort to accommodate your needs if unexpected circumstances require you to reschedule your event.

**REGISTERED CATERERS and CONTRACTORS**

Firms listed are in alphabetical order.

**Preferred:**

**JDK Catering.....730-4661**  
**Premier Caterers .....761-2700**  
**Sir D's ..... 441-1494**

Accomac Catering Inc.....252-2288  
Armbrust, Patty & Company .....691-1950  
Commonwealth Caterers, Inc. ....939-4003  
Coup, Bill (bartending only).....938-2959  
Drexel Group (service only) ..... 730-9841  
Expressly Yours Catering .....652-8524  
Flinchy's.....761-9000  
Stocks on Second.....233-6699  
Two Gals Caterers ..... 939-2858

**Inclusion does not constitute an endorsement of any firm or product.**

**Renter's Caterer:** \_\_\_\_\_ **Caterer Phone #:** \_\_\_\_\_

**Catering Contact:** \_\_\_\_\_

**Renter's Photographer:** \_\_\_\_\_ **Photo Phone #:** \_\_\_\_\_

**Photographer Contact:** \_\_\_\_\_

**Renter's Florist:** \_\_\_\_\_ **Florist Phone#:** \_\_\_\_\_

**Florist Contact:** \_\_\_\_\_

\_\_\_\_ 15. I agree to be responsible for compliance with all terms of the contract, including the obligation to pay all fees. I understand that violations of this agreement during the course of my event may result in a request by the Historical Society Representative on site to vacate the property immediately and forfeit all fees paid. I assume full responsibility for any damages to persons or property caused my guests or by me, and agree to pay the Historical Society for any such damages. I agree to indemnify and hold the Society harmless from any damages or claims that arise from the rental and use of the mansion by me, or by my guests.

\_\_\_\_\_

**Print Renter Name:** \_\_\_\_\_ **Renter Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Rental Date:** \_\_\_\_\_

\_\_\_\_\_

**HSDC Representative Signature** \_\_\_\_\_ **Rep Initials** \_\_\_\_\_ **Date** \_\_\_\_\_

Renter Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_/\_\_\_\_\_ Email: \_\_\_\_\_

**Event Format:** (Check all that Apply)

Sit-Down Served Meal       Sit-Down Buffet Meal       Stand-up Gathering/Reception   
 Meeting/Limited or No Catering       Wedding or Other Ceremony Only       Alcohol to be served

**Number of Guests Expected** \_\_\_\_\_

**Deposit: \$150.00** (due at time of signing contract/applies to overtime and/or damage) \$ \_\_\_\_\_

**Estimated Hours Requested:**

Set-up (estimate 2 hours prior to event): ..... **Start Time:** \_\_\_\_\_

**Event Time:** \_\_\_\_\_ to \_\_\_\_\_

Tear-down (estimate 1/2 hour following event): ..... **End Time:** \_\_\_\_\_

**Estimated Cost:** (\$150 per hour weekday & \$300 per hour evening/weekend X hours) \$ \_\_\_\_\_

**# of Tables** (@\$5.00 each): \_\_\_\_\_  
    **4 ft. Round    6 ft. Rectangle    5 ft. Rectangle**      \$ \_\_\_\_\_

**# of Chairs** (@\$1.00 each): \_\_\_\_\_ \$ \_\_\_\_\_

**Linens:**

**# of Burgundy for Rectangle**      @\$5.00 each \_\_\_\_\_ \$ \_\_\_\_\_

**# of Linens: Ivory for Rounds**      @\$10.00 each \_\_\_\_\_ \$ \_\_\_\_\_

**# of Burgundy Toppers over Ivory**      @ \$5.00 each \_\_\_\_\_ \$ \_\_\_\_\_

**Total Rental Fee** (may be adjusted due to time prior/following event) \$ \_\_\_\_\_

Due 2 weeks prior to event.

**TOTAL RENTAL FEE IS DUE ON:** \_\_\_\_\_