

**General Information Rental of the Grounds at Ashland**

A designated outdoor area, near the Keeper’s Cottage, is available for rental events at Ashland. Renting for events outside this area requires approval. No rental events will be designated for the front of the Mansion. Parking and clean indoor restroom facilities are available for all approved events.

**Fees:** 1 – 50 people Grounds Rental: $1,000 Special Tour Additional: $250

 51-100 people $1,500 Keeper’s Cottage Use: $500

 101-150 people $2,000

**Maximum group size is 150. Evening rental is restricted to the hours between 5:30 and 10:00. All events exceeding the agreed upon time limit will be subject to an additional $100 charge per hour.**

Ashland can provide a 20’ x 30’ tent at no additional charge. Groups wishing to rent a larger tent must first have approval from Ashland for tent placement and then are responsible for arranging for rental and setup by an approved rental company. Note – maximum size for rented tent is: 40’ x 60’

To reserve the event date, a contract must be signed and **50% payment** of the rental fee is due upon contract signing. The balance is due five business days prior to the event along with a **$500 security deposit**. Assuming no damage to the property and adherence to the contract terms, the damage deposit will be refunded within five business days after the event. If the lessee cancels the event within two weeks of the event date, they will be charged the full amount of the rental but may keep their security deposit. If the Lessee cancels 24hrs prior to the event, the Lessor retains all fees including the security deposit.

The lessee is responsible for rental of tent, tables, chairs, catering, decorations, music, etc…. Ashland is not responsible for any rented items and provides the grounds only. There is also no security provided for rented items. Leaving any items on site prior to the event is done at lessee’s own risk.

The use of a licensed caterer is required. There are no kitchen facilities available. No decorations may be attached to any trees, buildings, or other structures on site. Free standing decorations are allowed in designated rental area only.

For groups over 50 people, the lessee is responsible for providing a parking attendant to be on site 30 minutes prior to the start of the event until 30 minutes after it has started.

The Mansion may be made available for touring for an additional $250. It is only available during the first hour of the event. Touring will be done in an open house format with docents available to answer questions throughout the house. Food, drink, and photography are not allowed in the Mansion.

Because Ashland is located in a historic residential neighborhood, **only non-amplified music is allowed** and must be kept within the legal limits of the City Noise Ordinance.

Catering and rental equipment vehicles will not be permitted to drive on the grounds, only on paved driveways and grass-crete areas. There is no catering kitchen at Ashland. All food being served must be prepared off-site and all trash removed from site by the caterer. All clean up must be done no later than 10:00 pm unless otherwise agreed to in writing.

The formal garden is not available to rent. It can be made available for your group’s guests to visit while at Ashland. Bicycles, dogs, and picnics are not allowed in the garden. Any children visiting the garden should be supervised by an adult.

Renter’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event:

\_\_\_\_Lecture Presentation \_\_\_\_Lecture Presentation with lunch/dinner

\_\_\_\_Meeting \_\_\_\_Meeting with lunch/dinner

\_\_\_\_Luncheon \_\_\_\_Cocktails & Dinner \_\_\_\_\_Dinner Only

\_\_\_\_ Wedding Ceremony Only \_\_\_\_ Wedding with Reception

Estimated Number of Attendees: \_\_\_\_\_ (cannot exceed 150 people including organizers)

Date 1ST Choice: \_\_\_/\_\_\_/\_\_\_ Date 2nd Choice:\_\_\_/\_\_\_/\_\_\_

Set-Up Time: \_\_\_\_\_AM PM Event Start Time: \_\_\_\_\_ AM PM Event End Time:\_\_\_\_ AM PM

Clean-Up Time: \_\_\_\_\_ AM PM (Must be completed by 10:00 pm unless otherwise agreed to in writing).

Tent Supplier:

Bryant’s Rent All (859) 359-7634 Contact Laura

Recommended Caterers:

Apiary Catering & Events (859) 254-2225

DaRae & Friends Catering (859) 272-8003

Dupree Catering & Events (859) 231-0464

Seasons Catering & Special Occasions (859) 266-6661

*Other caterers must be approved in advance by the Executive Director of the Henry Clay Memorial Foundation.*

Recommended Event Planners:

Shelly Fortune Events, Shelly Fortune (619) 929-9297 hello@shellyfortune.com

LexEffect LLC , Kaelyn Query (859) 230-5365 Kaelyn@lexeffectky.com