

VICTORIA MANSION

Victoria Mansion Rental Rules and Regulations

Updated June 2011

Agreement is to rent Victoria Mansion and or Grounds for an event, including self-guided tours of the Mansion. The Mansion will be open to your guests for a specified period during the event. Victoria Mansion is a highly sensitive National Historic Landmark site, with irreplaceable historic interiors. Before signing please be sure to read all of the following:

- ❖ The Mansion and Carriage House may be rented for events not to exceed 175 people.
- ❖ The Carriage House Meeting Room may be rented for events not to exceed 30 people.
- ❖ All rentals shall be arranged through the Assistant Director and are subject to the approval of the Executive Director.
- ❖ All rentals must be reserved no later than 30 days prior to the event unless otherwise stated.
- ❖ One prior visit at least 10 days in advance by a group representative to view the facilities is required, by appointment only.
- ❖ Fund raising for groups other than Victoria Mansion is prohibited.
- ❖ All food must be catered through a licensed caterer approved by the Executive Director or Assistant Director. Please ask the Assistant Director for a list of currently approved caterers. If the renter would like to use a caterer that is not on this list, the renter and/or potential caterer must provide the following information about the catering service: proof of licensure, proof of insurance, and three references. The potential caterer is also required to visit the Mansion and Carriage House to familiarize themselves with the special features of the premises. If a new caterer must be approved the rental must be reserved no later than 60 days prior to the event.
- ❖ No open flames are allowed. A kitchen is available on the first floor of the Mansion and small kitchenette is available for use in the Carriage House basement.
- ❖ In order to serve alcohol, the caterer must have proof of insurance and license. Victoria Mansion must be carried on caterer's insurance as an additional insured party for the event. The appropriate permit must be obtained by the caterer from the Portland City Clerk.
- ❖ Stations for food are can be available on the first floor of the Mansion only.
- ❖ **Red wine and other colored beverages (including all colas, colored fruit juices, etc.) are not allowed in the Mansion.**

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- ❖ **The use of hors d'oeuvres that are “drippy” and which require sauces is strongly discouraged.**
- ❖ Food, drink, and equipment may be brought to the site up to two hours before the scheduled event and NO SOONER, unless previously arranged with the Executive Director or Assistant Director. All items associated with the event must be removed from the premises by noon of the following day. Items left at the Carriage House or Victoria Mansion past noon of the day following the event becomes the property of Victoria Mansion.
- ❖ All musical and other performance groups shall be approved by the Executive Director or Assistant Director, including size and placement, before the event. If planning such entertainment, the rental must be reserved no later than 30 days prior to the event.
- ❖ Smoking is not permitted anywhere on the premises, including the grounds.
- ❖ Interior photography is permitted **only** in the Carriage House and Mansion stair hall. Please refrain from taking photos in the rooms. Exterior photos are allowed.
- ❖ A non-refundable deposit is required at the time the contract is signed and will be applied to the rental fee: \$500.00 for the Mansion and 250.00 for the Carriage House Meeting Room
- ❖ All appropriate tenting, food, liquor and other permits must be obtained by the city of Portland 10 business days prior to the event. Ask the Events Coordinator for details 30 days prior to the event.
- ❖ **It shall be the responsibility of the undersigned to provide notice to caterers, and all other vendors, of the rules established herein.**

I, the undersigned, have read, acknowledge and agree to abide by the Rules and Regulations for rental events at the Victoria Mansion

NAME: _____ DATE: _____