

Rengstorff House

Thank you for your interest in the Rengstorff House, a City of Mountain View facility.

We hope that your experience is fulfilling and pleasant throughout.

Enclosed you will find the following information to assist you in your event planning:

1. Venue history and information
2. Rengstorff House rental agreement
3. Rules, regulations, and operating procedures
4. Insurance form and requirements
5. Required catering guidelines and event detail form
6. House and grounds layouts
7. Map and driving directions

If you have any questions or concerns, please feel free to contact the Rengstorff House at (650) 903-6088 or at RHouseRentals@mountainview.gov.

Sincerely,

Sheila Aujero

Rental Coordinator

**Local vendor resource list available upon request.*





JOIN US ON FACEBOOK!

www.facebook.com/rengstorff-house

Check out our Facebook page to get inspired for your event.
Look at pictures and read blogs about the Rengstorff House.



The Rengstorff House, Mountain View's oldest house, is one of the finest examples of Victorian Italianate architecture on the West Coast.



Rengstorff House is a 12-room, 3,955 square foot house with 10-foot ceilings on the second story and 11-foot ceilings on the first floor. Originally built in 1867 by Henry Rengstorff, a Mountain View landowner and rancher, the house was occupied by the family and eventually converted into a rental unit, until later when the Rengstorff House sat vacant in disrepair and a local citizens group formed in the mid-1970s to save the home.

Fully restored in 1991, the Rengstorff House features a Victorian Italianate design with a hip roof, a central gable crowned by a widow's walk, front portico and symmetrical room layout.

Beautifully furnished by a community-based organization known as the Friends of 'R' House, the home features ornate brass chandeliers, Victorian plaster rosettes, push-button light switches, Bradbury & Bradbury wallpaper designs, and Eastlake furniture appropriate to the time. A modern kitchen for catering as well as public restrooms have been added to bring Rengstorff House up to date. The home was recently updated to include wireless internet access, making meetings and business presentations a snap in modern times!

The Rengstorff House and gardens are available for rent every day of the week except during public hours, which are every Sunday, Tuesday and Wednesday, 11 a.m. to 5 p.m. Included in the rental fee is the use of the entire first floor of this historic Victorian home. The gracious dining room and three lovely parlors, all decorated with classic period décor, open up to brick patios surrounded by manicured lawns, blooming flowers and natural areas. Also nearby are the Shoreline Golf Links and Shoreline Sailing Lake.





Rengstorff House is located within Shoreline at Mountain View, a 750-acre wildlife and recreation area open year-round to the public. Shoreline features a world-class 18-hole golf course, a 50-acre sailing lake, miles of paths for jogging, bicycling or strolling and two tidal marshes with boardwalks/observation platforms for viewing the diverse wildlife and habitat found in the area.

You are invited to visit Rengstorff House to learn more about its vibrant past and to inquire about rental possibilities. Well-known as a wedding venue, Rengstorff House can also be a unique spot for your next team retreat, employee birthday party, retirement celebration, garden party, fundraiser or after-work mixer. Rental rates are reasonable, with special extended-use, corporate, nonprofit, and weekend rates as low as \$200/hour. To ensure flexibility in planning, you have the option of working with all outside caterers and vendors.



The maximum capacity of the House indoors is 48 people, and the House and grounds can accommodate up to 150 guests and is wheel-chair accessible.

Rengstorff House Rental Rates

Weekdays Rate	\$125 per hour	Non-Profit Weekdays	\$75 per hour
Weekend Rate	\$200 per hour	Non-Profit Weekends	\$100 per hour
Weekend 8-hour Special	\$1,400	Weekday Meeting	\$150 per 1/2 day
<i>includes Fridays and holidays</i>		<i>under 20 people</i>	

For further information about Rengstorff House and its historic home rental program, please visit
www.mountainview.gov, call (650) 903-6088,
or email the Rental Coordinator at RHouseRentals@mountainview.gov.

*Rental rates, liability information, use guidelines, floor plans and photos are readily available for your review.



-Some photos graciously provided by photographer Dave Lundy-



RENGSTORFF HOUSE FACILITIES RENTAL AGREEMENT

This Agreement is made by and between the CITY OF MOUNTAIN VIEW, a municipal corporation, whose address is 500 Castro Street, P.O. Box 7540, Mountain View, California, 94039 and RENTER. The CITY hereby rents to RENTER on the terms and conditions set forth in this Rental Agreement the designated portions and common areas of the Rengstorff House, Shoreline at Mountain View, 3070 North Shoreline Boulevard, Mountain View, California, 94043, collectively referred to as "the Premises."

Date(s) of Event: _____ Estimated Attendance: _____

Time Rental Begins: _____ Time Rental Ends: _____

Name of Renter/Organization

Contact Person

Title

Address

City

Zip Code

Telephone(s): Home

Work/Cell

Email: Primary

Email: Backup

Description of Event:

Comments:

RENTAL FEES

Total Rental Fee:	\$ _____		
Rental Deposit:	\$ _____	Due: _____	Paid: \$ _____
*Final Payment:	\$ _____	Due: _____	Paid: \$ _____
*Insurance:	\$ _____	Due: _____	Paid: \$ _____
*Maintenance Fee:	\$ 50	Due: _____	Paid: \$ _____
*Security Deposit:	\$ 450	Due: _____	Paid: \$ _____
Extra fees :	\$ _____	Due: _____	Paid: \$ _____

(Liquor service beyond midnight, Ranger overtime, etc.)

TOTAL COST: \$ _____ ***FINAL PAYMENT:** \$ _____

**due at final logistics meeting 30 days prior to event date*

- Rental fees are estimated at the time the Agreement is signed. RENTER shall be charged for, and agrees to pay for, all time, services and costs incurred. Rental fee and times include all types of set-up, break down, and clean-up.
- If deposit and/or rental fees are not paid by due dates, this Agreement shall be automatically cancelled.
- A rental deposit of 50 percent of the total rental fee, payable upon signing of the rental agreement, is required to reserve a date at the Rengstorff House. The rental deposit is refundable ninety (90) days prior to the scheduled event less a \$50 processing fee.
- The remainder of the rental fee, maintenance fee (\$50) and a refundable security deposit (\$450) is payable thirty (30) days prior to the event date during the final logistics meeting.
- Additional facility use time or damages will also be deducted from the RENTER's security deposit. If any additional cleaning beyond regularly scheduled maintenance is required, a minimum of \$50 plus staff time will be deducted from deposit. The security deposit will be refunded within thirty (30) days after the event provided that the terms of the Agreement have been fulfilled.

USE OF PREMISES

6. "The Premises" available for rental includes only the downstairs portion of the Rengstorff House, the adjacent porches and terraces, and the surrounding gardens. The upstairs portion of the House is off-limits at all times unless previous arrangements have been made. Rental of the Rengstorff House is subject to availability. Shoreline at Mountain View reserves the right to deem an event inappropriate for the Rengstorff House based upon either projected size, special requirements, or type of event.
7. The CITY reserves the right to approve all food and beverage arrangements in advance.
8. RENTER shall use the Premises for the purpose of the described event and for uses normally associated with such use, and for no other purpose unless previously authorized by CITY in writing.
9. RENTER agrees to comply with all laws, ordinances, rules, regulations, guidelines and policies applicable to the Premises, and further agrees to comply with the direction of the CITY's Shoreline Manager or designee.
10. RENTER shall use and maintain the Premises in a clean, orderly and safe manner. RENTER shall promptly surrender the Premises in good condition. RENTER shall promptly remove all of RENTER's personal property, without damage to the Premises at the end of the event.
11. If any portion of the Premises or fixtures or equipment or facilities are damaged or destroyed by RENTER or if such damage is incurred during RENTER's use of the Premises, the damage shall be repaired, replaced, or restored at CITY's direction. RENTER shall be solely responsible for the full cost and expense of repairs, replacement, or restoration. Damage includes unusual cleaning.
12. All exits and exit signs are to be kept clear and unobstructed at all times.

INSURANCE AND INDEMNIFICATION

13. Insurance is required for all rentals of City of Mountain View facilities. Insurance can be obtained through the CITY for a nominal fee and easily processed for your event. If choosing to use own insurance provider, the RENTER's name on the agreement must match the name of the policy holder. Payment for insurance is due no later than 30 (thirty) days prior to the scheduled event date in order to allow for processing; CITY reserves the right to cancel event at any time due to lack of coverage.
14. The CITY is not responsible for loss, injury, or damage to persons or property.
15. At least 30 (thirty) days prior to the first use of the Premises by RENTER, RENTER shall provide Two Million Dollars (\$2,000,000) general liability insurance. If RENTER is serving alcohol, a proof by an endorsement that the liquor liability coverage had been added to the general liability policy and shall file with the CITY a certificate of insurance and an endorsement in an amount and in a form acceptable to the CITY.
16. RENTER shall indemnify, defend and hold the City of Mountain View, its officers, officials, agents, employees, volunteers and contractors harmless from any and all liability for damage or claims for property damage or personal injury, including death, and any other claims whatsoever, arising out of or resulting from the negligence or willful misconduct of RENTER, its officers, agents, employees, contractors or invitees. Such indemnification shall include reasonable costs of defense, judgments, settlements, attorney's fees, and such other costs as may be fixed by the court.

MISCELLANEOUS

17. In the event that the performance of any of the covenants of this Rental Agreement on the part of the CITY shall be prevented by act of God, the acts or regulations of public authorities, or labor unions, labor difficulties, strikes, civil tumult, war, epidemic, or any other cause beyond its control, the CITY will be relieved of its obligations; and further, upon such event, neither party shall be obligated for any expenses incurred by the other party in preparation of the rental, including but not limited to, any and all expenses incurred for promotion, artist fees, or preparation costs, if any, as incurred.
18. This Rental Agreement may be amended by written Agreement signed by both parties.
19. This Agreement shall be construed and enforced pursuant to the laws of the State of California. Santa Clara County shall be the venue for any legal proceedings in this matter.

The person signing this Rental Agreement declares that he/she has the authority to bind the RENTER. In the event that the signator lacks such duly granted authority, said undersigned signator personally assumes all liability for fees, costs and damages.

This Agreement is dated _____, 20 ____.

APPROVED AS TO CONTENT:

Signature of Renter

Date: _____

"CITY":

CITY OF MOUNTAIN VIEW, a municipal corporation

By: _____
City Approval

Date: _____



Rules, Regulations & Operating Procedures for Rengstorff House Events

Please initial and submit with Rental Agreement.

BEFORE YOU DECIDE

- Due to the beautiful setting in which the Rengstorff House is located and because Shoreline is a wildlife sanctuary, feeding, disturbing or removal of any wildlife is prohibited. _____
- As you are renting Rengstorff House and not the entirety of Shoreline at Mountain View, signs cannot be posted along the roadway and other modifications are not allowed on the house grounds. _____
- Please no staking or extended coverage of the Rengstorff House grass, as this can cause permanent damage to the irrigation system and lawn. Please also supervise children so they do not play in the garden beds. _____
- Red wine, punch, and tomato-based foods are not permitted inside of the house, in order to protect our carpet and flooring. However, white wine and champagne are allowed indoors. _____
- Birdseed, rice, confetti, balloons, fog machines (inside of the house) and sparklers are not permitted at the Rengstorff House and throughout Shoreline at Mountain View. Flower petals, bubbles, and decorating of the arch are acceptable, however must be removed prior to your departure. _____
- Candles are only allowed outdoors. They must be in a container taller than the candle and weighted down, ensuring they can withstand the chance of wind. Indoors, for birthday celebrations only, candles must be supervised at all times; otherwise only battery-operated candles are permitted inside of the house. For fire safety, only flameless candles may be used for the use of luminaries when lighting pathways. Finally, due to maintenance, fire safety, and air quality control issues, use of the fireplaces are not permitted. _____
- Your event rental fee includes use of the dining room, three parlors, kitchen, bathroom and gardens. Weddings scheduled on Fridays do not have access to the upstairs dressing area until the end of the work day (5:00 p.m.). Meetings with under 20 people will be charged the weekday meeting fee. Meetings have limited use of the House. Clients are to provide their own technology devices and audio/visual equipment, although a projector screen may be available upon request. _____
- The City of Mountain View cannot assume responsibility for the scheduling of Shoreline Amphitheatre concerts; however we will assist you with logistical information as it become available to us, should a concert be scheduled. _____
- In accordance with rules associated by the Federal Migratory Bird Treaty Act, on rare occasion, it is possible that logistical constraints (e.g. lighting and sound locations, etc.) may need to be imposed upon your event, in order to ensure the safety and protection of a nesting bird on site. This legally-imposed instruction would, in such instances, require changes to your event layout in the weeks – and even days – prior to your event, based on weekly surveys of the grounds. The City of Mountain View (and therefore our clients) are required to act in accordance with these rules, and unfortunately cannot supersede the national guidelines. _____
- Other Shoreline ordinances include: no willful damaging of buildings or property; no dangerous activity or disturbing of the peace; no dogs or domesticated animals; no alcohol within 100 feet of all parking lots and roadways; no firearms; and no use of electrified equipment in excess of 25 watts. For a complete list of City Ordinances related to Shoreline, please contact your City of Mountain View staff liaison. _____





Rules, Regulations & Operating Procedures for Rengstorff House Events

- In addition to private rentals, the Rengstorff House rental program can only accommodate City-sponsored events or Mountain View-based nonprofits or those with a majority of Mountain View board members. Only one fundraising event per organization on an annual basis. In addition, commercial activities for private-profit are prohibited at City facilities including the Rengstorff House.

TO ASSIST WITH PLANNING

- The Rengstorff House grounds lighting includes: three lamp posts in the parking lot area; four can lights on the West Patio perimeter; four “down lights” on the edge of the West Patio terrace; and additional lighting on the front, East lawn and back of the house. Please plan ahead by providing lamp posts with secure bases on the edge of the West Lawn for seated, nighttime dinners, and consider your dance floor lighting plan. For safety and security reasons, strung café lights must be removed prior to the end of your event. All lighting and special décor must be approved by City of Mountain View staff in advance.
- For professional lighting, please allow adequate rental time for both set-up and clean-up/removal requirements. Set-up is only allowed within the scheduled rental time, and must be broken down and removed from the site by the end of the permitted rental time.
- Please park in the 23 designated parking stalls - and do not block the roundabout when unloading, as this can create a hazard in the case of emergency. Access to the parking lot will be allowed at the start of the scheduled rental time. Please provide your own parking attendant, in order to adequately greet your invited guests. If you are requesting that specific spots be reserved for VIP guests, reserved parking passes are available for duplication in this packet. The City of Mountain View cannot be responsible for damage to vehicles nor their contents. Overnight parking is also not permitted in the area, unless it is deemed unsafe for wedding guests to drive following the event.
- The Americans for Disabilities Act requires that handicapped parking spaces be made available for the sole purpose of those assisting those with disabilities; therefore, wedding guests without placard signs are not allowed to use these parking spaces. Once filled by wedding guests, the lot will be closed by the House Attendant, and opened upon special request for authorized, public use of the remaining handicapped spaces.
- Please schedule drop-off rental items between the hours of 9:00 a.m. and 12 noon on weekdays or during your rental time. Items must be stacked neatly behind the house within the picket fence area and not lean on the fence or alternate wall. Early set-up of a dance floor is permitted with prior approval. The City of Mountain View has provided storage space as a courtesy, and will not responsible for any rentals or equipment left on the premises.
- If you are planning a wedding and wish to host a rehearsal, this may be scheduled and confirmed 60 days prior to your event. You are allotted one hour of scheduled time outside of the facility. If held after normal business hours, access to the Rengstorff House restrooms will not be available.
- Should a tent be requested for an event, it is the responsibility of the client to plan all tenting, canopies, and/or related outdoor heating in advance, and to clarify cancellation policies with the client’s vendor. A permit is required for all tents in excess of 400 square feet, and for canopies in excess of 700 square feet. Please contact the Rental Coordinator or Deputy Fire Marshall for additional information.





Rules, Regulations & Operating Procedures for Rengstorff House Events

- It is important to remember that early arrival of a caterer or late departure will result in the extension of your rental rates. Your rental time includes all on-site set-up and clean-up, in addition to your actual event time. Please communicate clearly with all of your vendors to ensure accuracy of your timeline. _____
- Food trucks must have a business license, fire extinguisher, and must be supervised at all times and able to be moved in the case of an emergency in order to be given permission to provide their services for an event. Location of food trucks must be approved in advance. _____
- In accordance with City policy, all refund requests must be made directly to the original payor, as indicated on the check and/or original form of payment. If you request that the check be remitted to anyone other than the original payor, we require written consent from the original payor. Also, if you will have a new last name or mailing address, please indicate on the Event Details form that is to be submitted at the final walk-through appointment. If the check was written by a family member or other person, they may also sign the form, acknowledging permission to release the funds to another name; otherwise, that person would be required to provide specific refund instructions by sending an email to the Rental Coordinator. _____

ON-SITE RULES & REGULATIONS

- Renter may not affix any items to walls, and must seek prior approval in order to move any furniture or historic item(s) inside of the house. Interior furnishings may not be used outdoors. If you move outside benches, please return them to their original location. If benches are not returned to their original location, a fee may be assessed. _____
- Ensure that your deejay, lighting vendor(s) and caterer cover all cords in order to prevent tripping hazards. Taping on the grey, painted walkways or interior flooring is prohibited. _____
- Delivery trucks larger than 16' entering the roundabout to unload items need advance notice and coordination as to prevent fire hazard issues and the possibility of damaging trees and property upon entry. Trucks may be parked in the hashed space in front of the dumpster in the Sailing Lake parking lot with prior approval from the Rental Coordinator. _____
- Shoreline tends to be windy in the spring and summer, therefore it is suggested that tablecloths and decorations be weighted or secured. Tall flower arrangements are not suggested since they are prone to tipping in windy weather conditions. _____
- The Rengstorff House stove is intended for warming only, such that grease-laden vapors may not damage the historic items nor cause the risk of fire. In addition, frying of food is allowed only on the brick pad or rental storage Space A, where rentals are typically delivered behind the House. Barbecues are preferred in Space A but can also be in the area to the right of the Tank House where the two pathways meet. When deep frying, please keep adequate egress and have a K-type extinguisher on-site. For barbequing, it is required that you provide a drip pan and a 2A:10B:C extinguisher, and remove all ashes with you. For propane, nothing larger than 5-gallon tanks is allowed. Any kind of cooking tent or canopy must be pre-approved by the Fire Marshall, and be kept a minimum of 20' from any structure for fire safety measures. _____





Rules, Regulations & Operating Procedures for Rengstorff House Events

- To prevent drippings on the brick patio, please ask your caterer to check bags for leaks, and make use of the on-site, rolling garbage can for transport to the nearby dumpsters. Equipment may not be transported over the brick patio to ensure that the bricks remain clean. Renter is responsible for clean-up costs due to any stains. _____
- There is a smoker's ash collector available near the bike rack and entrance to the west lawn area. Smoking is not allowed within 20 feet of entrances, exits and operable windows of all public facilities. _____
- The City of Mountain View cannot assume liability for events that are self-catered by clients. Please pay special attention to food that is perishable and left out in the sun. _____
- If children are in attendance during your event, please make special arrangements to ensure their supervision around the house and grounds. There are fragile items inside of the house and sensitive plant life throughout the grounds and gardens. House Attendants are not responsible for the supervision of children. _____
- If planning to have a florist decorate the wedding arch or other tall structures around the grounds, please be sure to have the necessary tools (stepstool, scissors, etc.) to install and remove décor. _____
- The City is unable to allow use of city-owned ladders or equipment. Please take special care when climbing on ladders and, for safety measures, have an additional person there as your guide. _____
- Please be aware of the cleanliness of the house and grounds during the entirety of your event, and remove all personal property prior to your departure. _____
- Leftover food, dirty dishes, glassware and flatware must be removed from the premises immediately or as agreed upon by management after the event, in an attempt to prevent attracting wildlife. In addition, all trash is to be taken with you or disposed of via tied, plastic sacks and dumped in the bin by the Sailing Lake. Please do not pour any leftover beverages on plants, in the flower beds, on the lawn, ground, gravel or paved areas. Ice is to be emptied in the dirt area behind the House and to the left of the garden shed. Cardboard and other containers can be recycled if they are flattened and taken to the dumpster. Glass and paper recycling is also available. _____





Insurance Application

Please **print clearly** and complete the following in full.
Payment and application are due 30 days prior to event date.

Name(s) of renter on contract : _____

Address : _____

City : _____ State : _____ Zip code : _____

Phone number : _____ Email : _____

Date(s) of event : _____ Number of guests at your event : _____

Date of Rehearsal : _____ Number of guests at your rehearsal : _____
(i.e. as applicable for wedding events)

Type of event : _____ Location of event : **Rengstorff House**

Name of band or DJ : _____

Genre of Music: ☐ Jazz ☐ Rock ☐ Hip-Hop ☐ Classical ☐ Other: _____

Liquor served : ☐ Beer ☐ Wine ☐ Champagne

Amount due* : \$ _____ ☐ Additional charge: \$ _____

Reason for additional charge: _____

**Non-wedding events serving alcohol must receive underwriter approval from City of Mountain View.*

Requirements if Insurance is Sought from an Independent Provider

Insurance policy holder must match the name of the renter on the Rental Agreement.

Limits:

\$2,000,000 – General aggregate

\$1,000,000 – Products/completed operations aggregate (food products only)

\$1,000,000 – Personal and advertising injury

\$100,000 – Fire damage

\$5,000 – Medical expense

Coverage: Combined single limit of liability for bodily injury and property damage per occurrence and aggregate as shown above. Coverage to include the following:

1. Lessees and/or event holder as named insured.
2. Insurance as primary and non-contributory wording, as respect to the public entity.
3. City of Mountain View, its officers, officials, employees and volunteers named as additional insured.
4. Optional Coverage: \$1,000,000 Liquor liability (if liquor will be served at the event).
5. For events in which caterer is able to provide liquor liability and name the City of Mountain View as additional insured, liquor liability coverage through the City may not apply.
6. Vendors must provide Commercial General Liability and Commercial Auto Coverage naming the City of Mountain View, its officers, officials, employees, agents, and volunteers as additional insured. Please submit caterer and other vendor(s)'s insurance and additional insured endorsement for review at time of final logistics appointment.

For the purposes of this contract, all insurance quotes are estimates until approved by the City's insurance underwriter. Contract will not be complete until insurance has been approved.





Shoreline at Mountain View

Additional Services Available

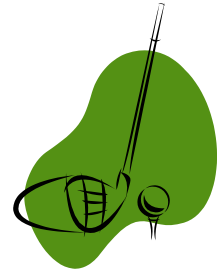


MICHAELS RESTAURANT AND BANQUET FACILITY

- Indoor, full-service banquet option, with customizable menus and full bar.
- A site for your rehearsal dinners and/or elegant wedding reception!
- An extensive menu of food and beverage options, when you want to retreat or re-fuel during the wedding planning process.

SHORELINE GOLF LINKS

- Championship golf course designed by Robert Trent Jones, Jr.
- Instead of an engraved flask, money clip or other item, why not treat your wedding party to a fun day out in the sun?
- Host a bachelor/bachelorette party, miniature “tournament” for out of town guests, and/or corporate teambuilding events, in coordination with your on-site meeting.



SHORELINE LAKE—AQUATIC CENTER & CAFÉ

- A scenic respite with a waterfront Café and Aquatic Center, providing land and water based recreation options for you and your guests.
- Offering a menu of continental breakfasts, box lunches, tea and cookies, dinner and BBQ packages, as well as catering—deliverable, on-site to the historic Rengstorff House.
- Also – consider pre-ordering a romantic picnic basket, and return for anniversary celebrations at Shoreline at Mountain View, year after year!

HOW TO GET IN TOUCH WITH THESE NEARBY, INDEPENDENT OPERATORS

Contact these three independent operators who work in cooperation with the City of Mountain View to expand your opportunities here at Shoreline at Mountain View:

Michaels Restaurant

Shoreline Golf Links

Shoreline Aquatic Center & Lakeside Café

650.962.1014

650.903.6178

650.965.3779

650.965.7474

carol@michaelsatshoreline.com

robbie@shorelinelinks.com

events@shorelinelake.com

boathouse@shorelinelake.com





Friends of 'R' House

Offer Chocolates in the Shape of the
Rengstorff House



The Friends of 'R' House have teamed up with Karen Moore's Memorable Morsels (www.trufflesupplies.com) to offer you superlative chocolates for your special occasion – a Rengstorff House-shaped chocolate favor for parties, weddings, receptions, or meetings. Pieces are packaged in a clear plastic bag, tied with the ribbon color of your choice and are made from a delectable blend of Belgian and domestic chocolate.

These chocolates are made specifically as a fundraiser for The Friends of 'R' House to support their mission of promoting the Rengstorff family and Mountain View history education and community outreach. The Friends of 'R' House is a 501(c)3 non-profit organization.

Note: 3 week minimum lead time as chocolates are made to order to ensure freshness and should be enjoyed within a month of distribution. There is a 25 piece minimum to each order.

Order Form

Total Number of Pieces: _____
Minimum 25 Pieces

@ \$1.75 each = \$ _____

Shipping: \$10

Total Due: \$ _____

Delivery Address: _____

Requested Delivery Date: _____

☐ Please contact me regarding ribbon color options.

Name: _____

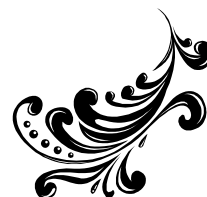
Phone: (____) ____ - ____

Email: _____

Please make checks payable to "The Friends of 'R' House"

Please mail payment and order form to:

Friends of 'R' House
Attn: Chocolate Sales
3070 N. Shoreline Blvd.
Mountain View, CA 94043





RENGSTORFF HOUSE

On-Site Catering Guidelines

As representative for _____ (catering company name) for the rental event on _____ (date), I have reviewed the Rengstorff House rental packet in its entirety and agree to abide by all rules. In addition, to ensure the most essential rules for the day of the event, my staff and I will:

Prior to Event Day

- Visit the Rengstorff House with the client to familiarize staff of the grounds and equipment available at venue.
- Plan my client's menu accordingly, so as to ensure there is no frying of food and tomato-based foods inside of the house.

Arrival & Set-Up

- Remove all staff vehicles immediately upon unloading items in the roundabout and park at other Shoreline lots.
- Ensure the that emergency access panels behind the house are not blocked, and provide an egress.
- Make sure hallways inside of the house and pathways around the grounds are not blocked.
- Provide a drip pan and fire extinguisher for any kind of cooking behind the house, and take ashes away.
- Access my client's rental items safely, and return them in a similar, compact manner.

Garbage & Recycling

- Collect trash in tied, plastic bags inside of our green, rolling garbage can until it is full or emptied.
- Make use the off-white recycling bin during the event, as this will help avoid filling outside barrel cans with (heavy) beer bottles and other recyclables.
- Flatten cardboard and other paper recycling before taking it and all garbage from the event to the dumpster.

Cleanup & Storage

- Rinse dirty dishes, glassware and flatware prior to overnight storage, to avoid attracting wildlife.
- Ensure that kitchen and cooking areas are cleaned prior to departure, with kitchen floor mopped and cabinets cleared of equipment and belongings.
- Not pour any leftover beverages in the flower beds, on the plants, lawn, ground, gravel or paved areas. Ice will be emptied in the dirt area to the left of the garden shed.
- Return all garbage, recycling and other loaned items to Rengstorff House staff.
- Not drag garbage bags across the brick patio, as this can cause dripping and spillage.
- Return any moved barrel cans or benches to their original location.
- Re-load rental items neatly, and do not lean or drape items on the fence, ensuring safety and that rental items do not infringe upon access to another client's rental items and storage space.

Signature of Catering Company Representative*

Date

Signature of Catering Company On-Site Lead

Date

* Signature also denotes the catering company's understanding and acknowledgement of all facility rental rules included in the Rengstorff House rental packet. Please visit the City of Mountain View website if at any time you or your staff wish to review these guidelines provided to our clients and/or their vendors.





Event Details

Must be completed 30 days prior to your event and submitted at your final logistics meeting.

EVENT OVERVIEW

Client's name : _____ Event Date : _____

Time of set-up : _____ Time of guest arrival : _____ Start of event : _____

End of event : _____ Time for clean-up : _____ Time of departure : _____

VENDOR LOGISTICS

Rental Company : _____ Phone # : _____

Day of delivery : _____ Time of delivery : _____

Items to be delivered : _____

Day of pick up : _____ Time of pick up : _____

Caterer's name : _____ Phone # : _____

Time of set-up : _____

Equipment used : ☐ Chafing dishes: _____ ☐ BBQ grille(s): _____ ☐ Outdoor oven(s): _____

☐ Other: _____

Beverage company : _____ Phone # : _____

Time of set-up : _____

Cake/Bakery : _____ Phone # : _____

Time of delivery : _____

Florist name : _____ Phone # : _____

Time of delivery : _____

Photographer : _____ Phone # : _____

Ceremony Music : ☐ iPod ☐ Musician Name: _____

Phone # : _____ Time of set-up : _____ Break down time : _____

Reception Music : ☐ iPod ☐ DJ/Group/Band Name : _____

Phone # : _____ Time of set-up : _____ Break down time : _____





Event Details

Must be completed 30 days prior to your event and submitted at your final logistics meeting.

SPECIAL ARRANGEMENTS

Rehearsal date : _____ Time : _____

Special parking requests for event? _____

☐ Spaces to be coned off : _____

Extra Equipment: ☐ Tenting : _____ Size : _____ ☐ Copy of Permit Received

☐ Audio/Visual : _____ ☐ Outdoor Heater(s) : _____ ☐ Generator

☐ Lighting Vendor : _____ Phone # : _____

Time of set-up : _____ Break down time : _____

Decorations : _____

Ceremony Location : ☐ East Patio ☐ Front Lawn ☐ Main Lawn Use of wedding arch? ☐ No ☐ Yes
**In East Patio and Main Lawn only*

ADDITIONAL NOTES:

In accordance with City policy, all refund requests must be made directly to the original payer, as indicated on the check and/or original form of payment. However, especially for recently-married couples, we recognize the importance of validating how you would like your check to be directed.

If you are requesting that the check be remitted to anyone other than the original payer, we require written consent from the original payor. If you have a new last name or mailing address, please indicate here, and have the payer sign below. If the check was written by a family member or other person, they may also sign this form, acknowledging permission to release the funds to another name; otherwise, that person would be required to provide specific refund instructions by sending an email to: **RHouseRentals@mountainview.gov**.

Name _____

Address _____

City, State, Zip _____

☐ Name change ☐ Address Change ☐ Authorization to Redirect Funds to Another Person, as Shown Above

Signature of Payor: _____ Date: _____





Rengstorff House
Reserved
Parking Pass

Event Name

Event Date



Rengstorff House
Reserved
Parking Pass

Event Name

Event Date



Rengstorff House
Reserved
Parking Pass

Event Name

Event Date



Rengstorff House
Reserved
Parking Pass

Event Name

Event Date



Rengstorff House
Reserved
Parking Pass

Event Name

Event Date



Rengstorff House
Reserved
Parking Pass

Event Name

Event Date



Rengstorff House
Reserved
Parking Pass

Event Name

Event Date



Rengstorff House
Reserved
Parking Pass

Event Name

Event Date



Rengstorff House
Reserved
Parking Pass

Event Name

Event Date



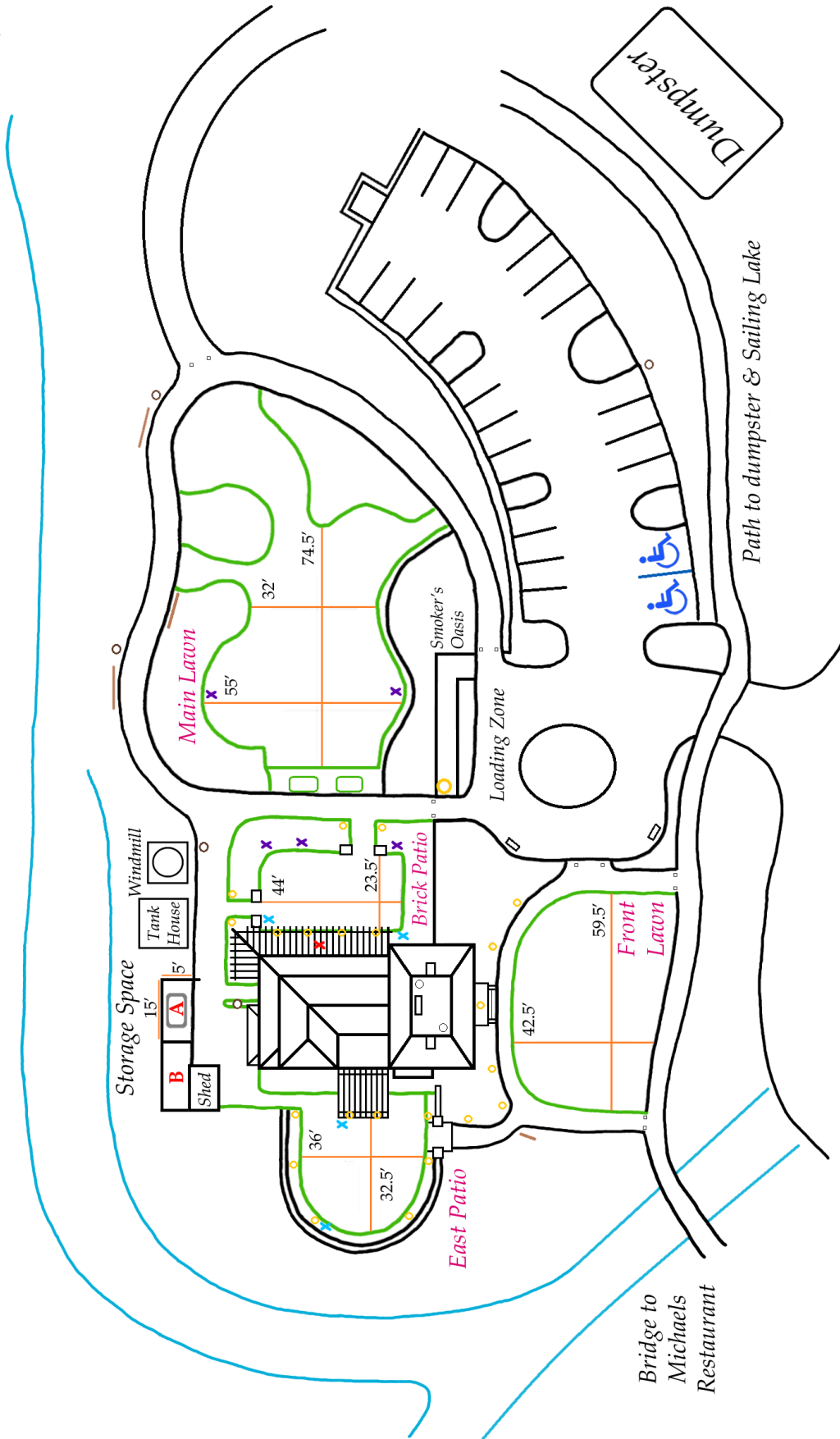
Rengstorff House
Reserved
Parking Pass

Event Name

Event Date



Rengstorff House & Grounds



*Twenty-three parking spaces
 *Complimentary wedding arch available
 61"W x 25"D x 100"H

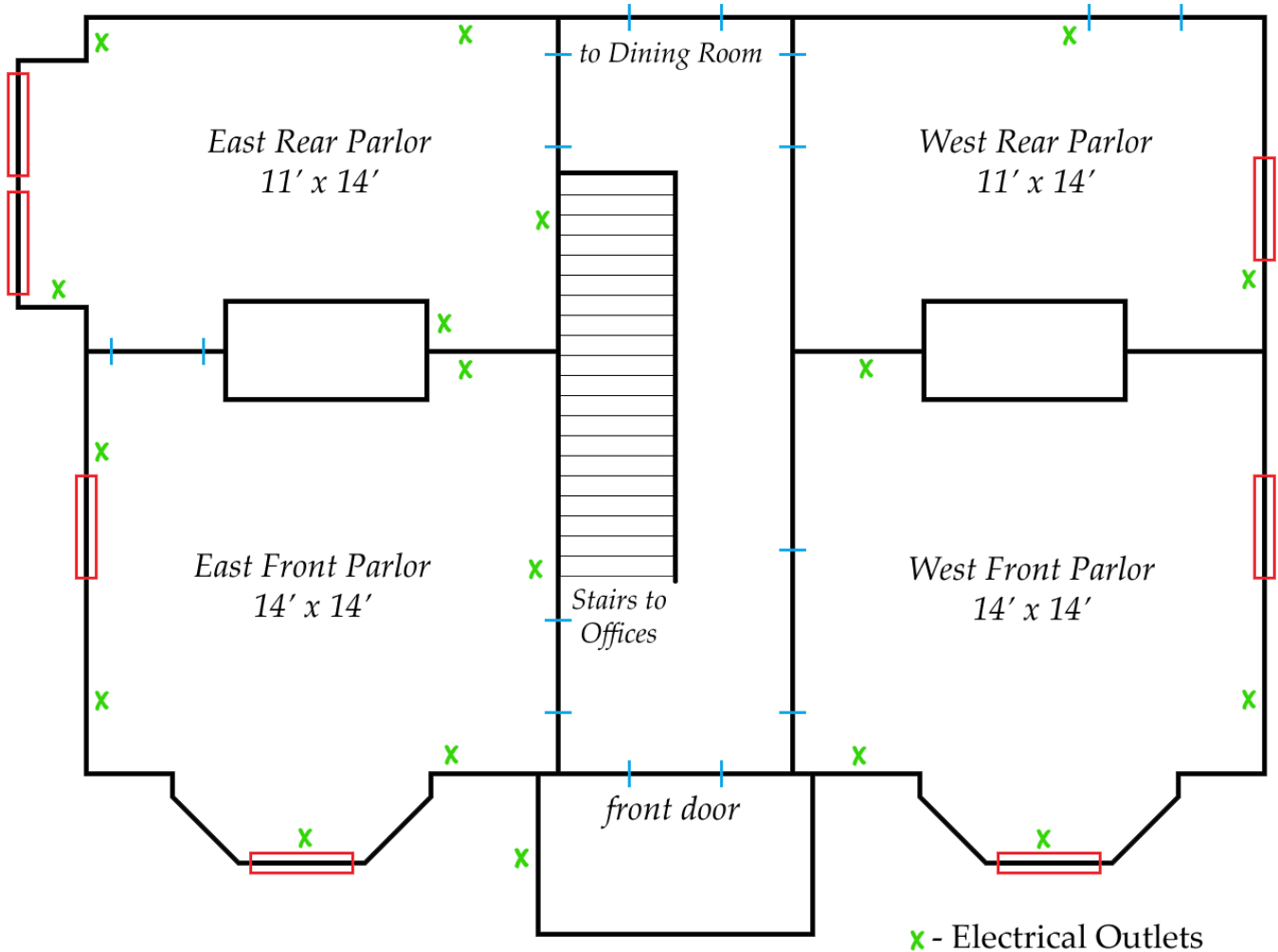
-  Bench
-  Lights
-  Garbage Cans
-  Area for Frying and Barbequing of Food
-  Electrical Outlets Combined for 20 Amps
-  Electrical Outlets Combined for 20 Amps
-  Electrical Outlet & Outlet in Kitchen Combined for 20 Amps





Front Parlor Rooms

**These four parlors are decorated according to the exhibitions we have each month.*



Comments

Close parlors:

Open parlors:

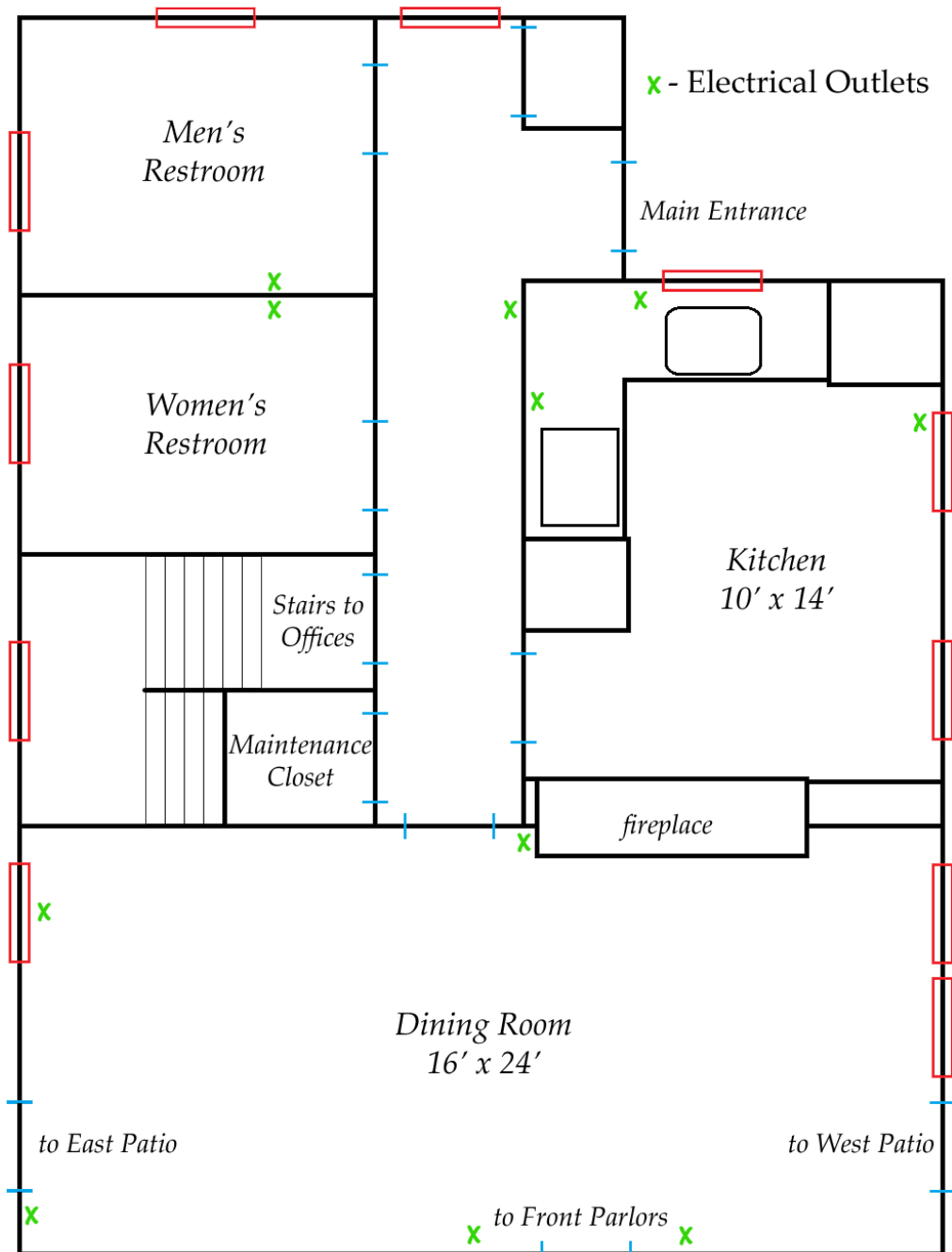
Additional notes:





Dining Room

**The dining room is decorated according to the exhibitions we have each month.*



Comments

Tables:

Close dining room:

Open dining room:

Additional notes:

**Twenty-Two Red Chairs*

**Two Pedestal Dining Tables*

45" x 84"

(two leaves 12" each)





Shoreline at Mountain View



*Other than the Dog Park, dogs are not allowed at Shoreline, Vista Slope or Crittenden Hill.





Driving Directions

Rengstorff House **3070 North Shoreline Boulevard** **Mountain View, California 94043**

Directions from North of Mountain View

From San Francisco, San Francisco Airport, Highway 92 in San Mateo, Belmont, San Carlos, Redwood City, Highway 84 in Menlo Park, and from Palo Alto

1. Travel south on U.S. 101.
2. Exit (to the right) onto the Shoreline Boulevard off-ramp.
3. Follow the ramp and stay in the left lane for a left turn at the upcoming traffic signal.
4. Take the left turn at the signal onto North Shoreline Boulevard (traveling north).
5. North Shoreline Boulevard crosses over U.S. 101 and continues northward for about one mile to the entry gate for Shoreline at Mountain View (Shoreline Amphitheatre will be viewed on the left).
6. Stop and pass through the gatehouse.
7. The Rengstorff House is approximately 1 mile beyond the gatehouse on the left hand side.

Directions from South of Mountain View

From San Jose, San Jose Airport, Santa Clara, or Highway 237

1. Travel north on U.S. 101.
2. Exit onto the Shoreline Boulevard off-ramp.
3. Get into one of the two right lanes of the Shoreline Boulevard off-ramp in order to be able to turn right at the upcoming traffic signal.
4. Make a right turn onto North Shoreline Boulevard at the traffic signal.
5. North Shoreline Boulevard crosses over U.S. 101 and continues northward for about one mile to the entry gate for Shoreline at Mountain View (Shoreline Amphitheatre will be viewed on the left).
6. Stop and pass through the gatehouse.
7. The Rengstorff House is approximately 1 mile beyond the gatehouse on the left hand side.

Directions from West of Mountain View

From Highway 85, Cupertino, and Sunnyvale

1. Travel north on Highway 85.
2. Exit onto the Shoreline Boulevard off-ramp.
3. Get into one of the two right lanes of the Shoreline Boulevard off-ramp in order to be able to turn right at the upcoming traffic signal.
4. Make a right turn onto North Shoreline Boulevard at the traffic signal.
5. North Shoreline Boulevard crosses over U.S. 101 and continues northward for about one mile to the entry gate for Shoreline at Mountain View (Shoreline Amphitheatre will be viewed on the left).
6. Stop and pass through the gatehouse.
7. The Rengstorff House is approximately 1 mile beyond the gatehouse on the left hand side.





Things to Consider...

The Rengstorff House only accepts checks or cash. Checks are made payable to the City of Mountain View.

What to bring to your final event logistics appointment:

(30 days prior to your event)

- ☐ Your checkbook
- ☐ Your caterer and wedding coordinator
- ☐ Completed check list from rental packet

Additional things to keep in mind:

- The client who's name is on the Rental Agreement form is to be the main contact and is the one to call the Rental Coordinator if the party has any questions.
- For your event, identify one person in your party to be in charge of a final sweep of the facility. Make sure you have taken home what you brought, including items upstairs.
- It is your responsibility to provide a copy of the Rengstorff House rules to your vendors.
- A final walk-through form will be completed by the on-site House Attendant. Any damage to the house (including the need to clean outside patio areas) will be assessed and reflected in your security deposit refund.



Rengstorff House

3070 North Shoreline Boulevard
Mountain View, California 94043

RHouseRentals@mountainview.gov

Phone: (650) 903-6088

Fax: (650) 962-1102

