



JEFFREY MANSION RENTAL POLICY

Jeffrey Mansion Events

165 N. Parkview Ave. | Bexley, Ohio 43209 | www.bexley.org/facilityrentals | recreation@bexley.org | 614.559.4300

This policy will outline the requirements for events at Jeffrey Mansion (Non-Alcohol & Alcohol). As it relates to alcohol events, this policy will adhere to the limitations of the Jeffrey Mansion Alcohol Policy Framework passed by City Council.

See Jeffrey Mansion Rental Information at www.bexley.org/facilityrentals for Fees.

Preferred Caterer

- A. "Preferred Caterer" is defined as those caterers that have been selected by BRPD and approved by the Bexley Recreation Board.
- B. All rentals are required to use a Preferred Caterer except non-alcohol rentals on Sundays in the Upper Level.
- C. Lessees will be required to use a Preferred Caterer to distribute all alcohol.
 1. Alcohol may not be sold during an event.
- D. Preferred Caterers will be required to carry the following insurance:
 1. Personal injury and/or property damage liability insurance coverage of no less than \$1,000,000;
 2. Automobile liability of no less than \$1,000,000;
 3. Liquor liability insurance of no less than \$1,000,000; and
 4. An Excess or Umbrella insurance policy which provides an additional \$1,000,000 of coverage that includes liquor liability coverage, and which has policy limits that are not reduced by payments made under any of the other required insurance policies.
- E. The City of Bexley and BRPD shall be included as an additional insured on all of caterer's required insurance policies.
- F. The above required insurance policies may not have a deductible in an amount exceeding [\$1,000] per occurrence.
- G. Caterer will be in compliance with all state and federal employment laws.
- H. Caterers will pay to the BRPD \$200 or 15% of the gross total of the food and beverage billed from the Caterer to the customer, whichever is greater.
- I. Caterers will be required to provide a damage deposit of \$250 to BRPD. The damage deposit amount of \$250 must be maintained throughout the duration of the contract.
- J. Caterers will be charged an initial fee of \$100 (with a \$25 yearly fee) to purchase cleaning equipment to be shared and used only by the preferred caterers.
- K. Preferred Caterers will have a separate contract with customers from that of the rental contract.
- L. Lessees will make a payment to the BRPD for use of Jeffrey Mansion separate from any payment to the Preferred Caterer of choice for food and beverage services.
- M. Preferred Caterers will take care of event set-up, decorations, and clean-up. They will have full access to designated areas of the building.
- N. Preferred Caterers will be responsible for sending a copy of their client's invoice and a copy of the client's payment (Copy of check or credit card receipt) with the Preferred Caterer's payment to the BRPD.
- O. Preferred Caterers must maintain current food service licenses and any other permits as required by any and all applicable laws and regulations.
- P. Preferred Caterers will be required to sign the Jeffrey Mansion Preferred Catering Agreement, which outlines the requirements that the caterers must meet.
- Q. Preferred Caterers will be required to sign the Jeffrey Mansion Preferred Expectation of Caterers Form.

Alcohol Related Polices

- A. Frequency
 1. Private rentals of the Lower Level, in which alcohol is permitted, will be limited to two (2) events per month.
 2. The limitation on the number of alcohol events does not include community events/city sponsored events, such as, but not limited to, BCF Annual Event, Mayor's & Solicitor's Dinner, etc.

B. Security

1. Any private event with 128 guests or less in which alcohol would be consumed must have at least one (1) Special Duty Officer on premises for the entire length of the event. Any event with an anticipated guest list over 128 will require a 2nd officer. Said officer(s) must be hired through the Bexley Police Department and paid for by the Lessee. BRPD reserves the right to require the lessee to hire additional police officers.
2. Alcohol consumption must comply with all Bexley Ordinances, Ohio Revised Code, and any and all governing laws.
3. The Bexley Police Department retains the authority to order the lessees/participants to cease all activities and leave the premises if it is determined that is in the best interests of safety and/or general welfare.

C. Designated Area

1. Alcohol is strictly limited to the following designated areas:
 - a. Jeffrey Mansion Ground Floor and 1st Floor
 - b. Outdoor Patios
 - c. Garden Terrace (adjacent green space located on the west side of the building)
 - d. South Parking Lot
 2. The areas shaded in red on the map below indicate the areas where alcohol is permitted.
- D. Parking: A parking plan will be required for any event that has an anticipated guest list over 128 guests.



E. Documents: The following rental documents are required as part of the alcohol policy.

1. Preferred Caterers
 - a. Jeffrey Mansion Expectations of Caterers
 - b. Jeffrey Mansion Preferred Catering Agreement
2. Lessees
 - a. Rental Agreement
3. All rental documentation needs to be periodically evaluated by legal counsel.

F. Recreation Board

1. Evaluation
 - a. The Recreation Board shall continue to review the effectiveness of the alcohol policy in promoting responsible stewardship of Jeffrey Mansion and the city's financial position.
2. Enforcement
 - b. The Recreation Board has established methods by which to enforce responsible conformance to the Jeffrey Mansion Alcohol Policy by users of the facility. These include the holding of security deposits, and the monitoring of usage of the mansion by special duty police officers and recreation staff during events. Enforcement measures for violations of rules and regulations pertaining to the use of the mansion during the rental period have been outlined in the attached rental agreement.

3. Communication
 - c. Requirements of users of the Mansion and enforcement measures will be clearly communicated via rental forms, etc, and also via any promotional material.
- G. Official City of Bexley Events
 1. Official City of Bexley events are exempt from the restrictions on days and hours; the requirement to contract with a caterer; and the use of a preferred caterer in the event that a caterer is used. For the purpose of this provision, official City of Bexley events shall be defined as events which are official City of Bexley functions and are organized and overseen by city staff and/or city officials, or fundraising events from which the majority of proceeds are reasonably anticipated to be received by the City of Bexley.
- H. BRPD Authorization
 1. While it is the intent of the Recreation Board that the Recreation Administrative Staff adhere to the restrictions outlined in the Jeffrey Mansion rental policy, the board recognizes the need for flexibility. As a result, the board authorizes the Recreation Administrative Staff, on a case by case basis, to make rental decisions that may be in conflict with the policy or otherwise not covered within the policy, while honoring the intent of the policy and keeping the best interest of the department in mind. The Recreation Administrative Staff must at all times comply with the restrictions of the Alcohol Framework as passed by the Bexley City Council.