



JEFFREY MANSION RENTAL INFORMATION

Jeffrey Mansion Events

165 N. Parkview Ave. | Bexley, Ohio 43209 | www.bexley.org/jeffreymansion | lmiller@bexley.org | 614.559.4308

Rental Times

Day	Time
Friday Evening	5:30-11:30p
Saturday Morning	8:00a-2:00p
Saturday Evening	3:30-11:30p
Sunday	Hours Vary

Weekday rentals may be considered, depending on programming and availability.

Rental Rates

Jeffrey House (112 Person Capacity)			
Type	Friday Evening + Saturday Morning	Saturday Evening	Sunday*
Bexley Resident	\$1,250.00	\$1,750.00	\$150/hr
Non-Resident	\$2,250.00	\$2,750.00	\$250/hr

Carriage Court (175 Person Capacity)			
Type	Friday Evening + Saturday Morning	Saturday Evening	Sunday*
Bexley Resident	\$2,500.00	\$3,500.00	\$200/hr
Non-Resident	\$3,250.00	\$4,250.00	\$300/hr
Add Jeffrey House	\$500	\$500	\$500

*Minimum 3 hrs. + must include set-up, event, clean-up in hours reserved.

Holidays & holiday weekends are subject to holiday pricing

Reservation Process

1. Contact Lauren Miller, Bexley Recreation & Parks Event Coordinator, via email at lmiller@bexley.org with your requested date. Include the venue location, date, time, resident or non-resident, alcohol or non-alcohol, and estimated guest count. You must be 21 years old to reserve any of the facilities.
2. Once the request is received and if the date is available, a tentative permit will be set-up and we will schedule an appointment to complete the permit and process the 50% deposit.
3. Residents may reserve 24 months in advance. Non-residents may reserve up to 18 months in advance.

Preferred Caterers

Preferred caterers are required for all Friday and Saturday events, as well as alcohol events on Sunday. Sunday non-alcohol events do not require a preferred caterer. There will be a 15% food and beverage fee for all preferred caterer events. **To see a full list of our caterers, please visit www.bexley.org/jeffreymansion.**

Security

Alcohol events are required to have a minimum of one off duty officer, at the discretion of Bexley Recreation and Parks Department (BRPD) staff. BRPD staff reserve the right to require additional officers.

Deposit & Payment

50% of the rental fee is due at the time of the reservation, which goes towards the final payment. The balance will be due no less than one (1) month prior to the event date.

Damage Deposit

A credit card will be required at the time of the reservation to be kept on file and charged (fees vary) if:

- A. The facility or any items in the facility are damaged.
- B. Additional (extra) clean-up is needed from our maintenance staff after the event (inside or outside the building).
- C. The permit hours as requested are exceeded (charged at the hourly rate).
- D. Failure to hire an off-duty Police Officer for alcohol events (charged at \$100/hr/officer).

Cancellation & Date Change Policies

All cancellations and date changes must be done in writing via an email to the Bexley Recreation & Parks Department at recreation@bexley.org or a hand written letter dropped off in person to a staff member.

- A. Cancellations are not complete until you receive notification confirming your cancellation. Refunds of a deposit will be as follows (prior to the rental date):
 - a. 75% Refund – 6 Months+
 - b. 50% Refund – 3-6 Months
 - c. 0% Refund – 0-3 Months
- B. If the BRPD is forced to close the facility for any reason including, but not limited to, an act of God or national emergency, the Lessee will receive a full refund.
- C. If a date change occurs within the cancellation policy period, then a fee will be charged. Only one date change will be permitted and the new date must be confirmed within one (1) month from the initial communication:
 - A. \$300 Charge – 0-3 Months
 - B. \$200 Charge – 3-6 Months
 - C. \$100 Charge – 6 Months+

Jeffrey House Information

Tables: 60" Round, 6' & 8' Banquet; Cocktail Tables

Ceremony + Reception Capacity: 112*

Standing Capacity (No Tables): 150

* Indoor or outdoor ceremony

1. The seating capacity is a full set-up and uses both the main and garden rooms leaving little to no space for dancing (7 rounds with 8 chairs per table in each room).
2. Lessee must rent tables and chairs for outdoor ceremonies from a third party.

Carriage Court Information

Tables: 60" Round, 6' & 8' Banquet; Cocktail Tables

Ceremony + Reception Capacity: 175*

Standing Capacity (No Tables): 225

*The outdoor ceremony space is a part of the Jeffrey House and must be added on to your rental.