

MARBLEHEAD



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### **Guidelines for Use of the Gardens of the Jeremiah Lee Mansion**

Licensee hereunder agrees to comply with and be bound by each of the provisions of this agreement.

A Marblehead Museum & Historical Society staff person will serve as function coordinator as part of the rental fee. Two personnel are required for all Lee Mansion Garden events. These attendants represent the interests of the MMHS and its facility.

#### **Responsibility of Licensee**

- A. The license agreement includes the use of the Lee Mansion gardens. It does not include the use of or entrance into the Mansion by caterer staff (with the exception of the kitchen), guests, or other individuals. (Guided tours of the Mansion may be arranged by separate agreement at additional cost.)
- B. All activities, including equipment removal, must conclude no later than 9:00 p.m. or such other time as determined by the Society. Exceptions must be in writing in advance, signed by an authorized MMHS representative.
- C. Rented equipment such as tables, chairs, china, and utensils should be delivered, and set up one day prior to the event and removed one day after the event.
- D. Other equipment needed for the event, such as trellises, canopies, additional tents, platforms, dance floors etc., may be brought into the garden by prior arrangement with the Museum.
- E. Unless the party is very small (50 people or less), the function party must provide portable toilet facilities. These should accord with the number of people attending (1 facility for up to 75 guests, 2 for up to 200). The facilities should be located in the corner of the lower garden, near the gate; assurance must be obtained from the supplier that delivery and hoses can accommodate this placement. Toilet facilities are available in an adjacent building, however an attendant is required at \$25.00 per hour.
- F. Music shall be subdued due to the residential character of the neighborhood. Entertainment must conclude by 8:00 p.m.
- G. Caterers must be approved by the Museum. Caterers may have access to the property two hours before the event begins and one hour after it concludes.

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- H. Only food and beverages served by a caterer may be consumed on the premises. The sale of alcohol is prohibited under all circumstances. There will be no exceptions.
- I. No Smoking is permitted on the Lee Mansion grounds.
- J. Bird seed, rice, or other thrown material is not permitted on the grounds of the Mansion.
- K. The licensee will be accountable for cleaning the grounds immediately after the event and for the prompt removal of trash. Caterer can be contracted to clean grounds and trash removal, but licensee is responsible.
- L. The function party agrees to pay all costs of returning the garden to its pre-event condition, in the event that damage exceeds the amount of the security deposit.
- M. It is the responsibility of the function party to contract for and fund a private duty police officer for a function of more than 100 guests.
- N. It will be the responsibility of the licensee to assure that comprehensive liability insurance for injury and property damage of \$1,000,000 (one million dollars) with the Museum listed as named insured is obtained for the event. This insurance must include alcohol liability coverage if alcohol will be offered for consumption. Binder for this coverage must be provided to the Society in advance of the event.
- O. The undersigned further agrees to hold the Museum harmless from and pay the cost to defend the Society against any claim made against the Museum in connection with the event.
- P. No open flame grilling is permitted on premises. Candles are permitted if housed in fire-proof containers, such as glass.

I have read and agree to the above conditions.

Signature (licensee): \_\_\_\_\_

Name (please print clearly): \_\_\_\_\_, Licensee

Date: \_\_\_\_\_