



## **Victoria Mansion Rental Rules and Regulations**

**Updated January 2017**

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 Events Coordinator and are subject to the approval of the Executive Director.
- Fund raising for groups other than Victoria Mansion is prohibited.
- All rentals must be reserved no later than 30 days prior to the event unless otherwise stated.
- A Mansion or Carriage House walkthrough must be completed by a group representative at the time of booking, by appointment only.
- A non-refundable deposit (\$500.00 for the Mansion and \$250.00 for the Carriage House Meeting Room) is required at the time the contract is signed and will be applied to the rental fee.
- 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.
- All appropriate tenting, food, liquor and other permits must be obtained from the city of Portland and provided to Victoria Mansion 10 business days prior to the event. Ask the Events Coordinator for details at least 30 days prior to the event.
- All musical and other performance groups, including recorded music, shall be approved by the Executive Director or Assistant Director, including size and placement, at least 30 days before the event. A representative from the group must meet with the Events Coordinator at least 30 days prior to the event.

- Smoking is not permitted **anywhere** on Mansion property, including, but not limited to, the driveway, courtyard, and lawns.
- Interior photography is permitted without a flash. Because of safety concerns, stopping for photographs on the staircase is not permitted.
- All food must be catered through a licensed caterer approved by the Executive Director or Events Coordinator. Please ask the Events Coordinator 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. Self-catering is not allowed.
- 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 Events Coordinator. All items associated with the event must be removed from the premises within 30 minutes of the end of the event. Items left at the Carriage House or Victoria Mansion past noon of the day following the event will become the property of Victoria Mansion.
- **No open flames are allowed.** A kitchen is available on the first floor of the Mansion.
- **Red wine and other colored beverages (including all black beers, colas, colored fruit juices, etc.) are not allowed in the Mansion.**
- **Dark foods such as chocolate or dark berries are prohibited.**
- **Foods that drip and require sauces are not allowed in the Mansion.**
- **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 \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ VM STAFF: \_\_\_\_\_