



## ROCKFIELD MANOR

*“Celebrating Our Community, Hosting Your Milestones”*

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### EVENT RENTAL GUIDELINES

1. CONTRACT TIME

Arrive 2 hours prior to contract time if needed, all events are based on four hour time slots, not including a 1 hour setup and breakdown.

2. SECURITY DEPOSIT

50% is required to reserve a date and deposited. The remaining balance will be due 30 days prior to your event date, usually the day of the walk thru.

3. WALK THRU

4. WAIVER OF DEPOSIT

At Rockfield Manor's discretion, i.e. for event rentals \$500.00 or less, the deposit may be waived, and payment in full shall be due 30 days prior to the event date.

5. REFUND POLICY

All cancellations must be in writing. No refunds will be made.

6. RESCHEDULING OF EVENT

In the event of inclement weather (i.e., snow or ice), or acts of god, then, at Rockfield Manor's discretion, the event shall be rescheduled by mutual agreement of renter and Rockfield Manor based upon availability.

7. EXECUTION OF THIS CONTRACT

Renter and Rockfield Manor shall execute this contract simultaneously. However, renter must arrange to have caterer co-sign a copy of this contract and return a fully executed copy to Rockfield Manor 5 days prior to the event. Caterers shall not be permitted on the premises until Rockfield Manor has received said co-signed copy of this contract.

8. VENDORS

All vendors are welcome. However, all first time vendors to Rockfield Manor must meet with the Operations Manager, Jane Pessagno, at the time of the schedule walk thru prior to the event date. Upon request, a list of suggested vendors shall be supplied to the renter by Rockfield Manor.

9. CONDUCT

Good order and proper decorum will be maintained by all persons participating. No confetti or rice. Birdseed and balloons are permitted.

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## EVENT RENTAL GUIDELINES *continued*

### 10. CAPACITY

Maximum number of guests indoors is limited to 100 and 150 indoor/outdoor combined.

### 11. SMOKING

Smoking is permitted outdoors only.

### 12. HOST

On premises at all times.

### 13. DRINKS

All bottled or canned beverages must be poured into glasses or cups.

### 14. RENTALS

All drop offs and pick ups must be arranged through Rockfield Manor Operations Manager.

### 15. TRASH

All trash must be removed from the House and taken to outside cans by the garage.

### 16. CATERER

Trucks and vans may park next to the garage. All caterers are encouraged to contact the Rockfield Manor Operations Manager, Jane Pessagno, before each catered event. The caterer must contact the Operations Manager within 30 days of the event date.

### 17. PARKING

With the exception of the handicapped and elderly, all guests must park in the parking lot behind the house. Additional parking is available in our side lot which is located at the first right-hand turn after Rockfield Manor's entrance.

### 18. FLOWERS

To the extent flowers are removed and replaced in connection with an event, such plans must be coordinated and approved by the Rockfield Manor Operations Manager, Jane Pessagno, and upon completion of the event, such flowers may remain or be removed. In the event they are moved, they must be replaced with flowers comparable to what was in place prior to the event.

### 19. CANDLES

The use of candles is permitted in the house, garden and trellis. However, all candles must be enclosed by votives or by hurricane covers.

### 20. DAMAGES

Renters and caterers are responsible for any violations of these guidelines and any damages sustained by Rockfield Manor as a result of such violation to the extent of full restoration. The house, garden and trellis must be left in the same condition it was found prior to the event.