



JEFFREY MANSION RENTAL INFORMATION

Jeffrey Mansion Events

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

Rentals will be concentrated on Fridays, Saturdays, and Sundays and can be reserved up to one year in advance. Residents may reserve 24 months in advance and non-residents may reserve 18 months in advance. Weekday rentals may be considered depending on programming and availability. Only one (1) event can take place at a time, regardless of the location. You must be 21 years of age to reserve any of the facilities.

Reservation Process

1. Contact Lauren Miller, Bexley Recreation & Parks Event Coordinator, via email at lmiller@bexley.org with your requested date and include the venue location, date, time, resident or non-resident, alcohol or non-alcohol, and capacity.
2. Once the request is received and if the date is still available, a tentative permit will be set-up and we will schedule an in-person meeting to approve and sign the permit, make the 50% deposit payment, and review all rules and regulations.

Day	Time
Friday	530-1130p
Saturday/ <u>Sunday (Morning)</u>	<u>Morning</u> 800a-200p
Saturday/ <u>Sunday (Evening)</u>	<u>Evening</u> 330-1130p
Sunday	<u>Hours Vary</u>

Jeffrey House (112 Person Capacity)

Type	Friday + Saturday#	Saturday (Evening) #	Sunday
Alcohol (Resident)	\$1,000.00	\$1,500.00	<u>\$100</u> <u>150</u> /hr* +\$300 AS*
Alcohol (Non-Resident)	\$2,000.00	\$2,500.00	<u>\$200</u> <u>250</u> /hr* +\$300 AS*
Non-Alcohol (Resident)	\$750.00	\$1,000.00	\$100/hr^
Non-Alcohol (Non-Resident)	\$1,500.00	\$2,000.00	\$200/hr^

Carriage Court (175 Person Capacity)

Type	Friday + Saturday#	Saturday (Evening) #	Sunday
Alcohol (Resident)	\$2,000.00	\$3,000.00	<u>\$2000 (Morning) / \$3000 (Evening)</u> <u>(\$200)/hour*</u>
Alcohol (Non-Resident)	<u>N/A</u> <u>\$2,500.00</u>	<u>N/A</u> <u>\$3,500.00</u>	<u>N/A</u> <u>\$300/hour*</u>
Non-Alcohol (Resident)	\$1,500.00	\$2,000.00	\$150/hr^
Non-Alcohol (Non-Resident)	\$2,000.00	\$3,000.00	\$250/hr^
<i>Add 1st Floor Space</i>	<i>\$500</i>	<i>\$500</i>	<i>\$500</i>

***Holidays and holiday weekends are subject to holiday pricing.**

#Preferred Caterer Required

*Minimum 3 hrs. + Preferred Caterer required

^Minimum 3 hrs. + must include set-up, event, clean-up in hours requested.

Alcohol events in the Carriage Court are only for Bexley Residents, per ordinance (37-12) with a resolution (15-18) in 2019.

Deposit & Payment

There will be 50% of the total rental fee, including any alcohol surcharges, 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. Full 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. \$200 Charge – 0-3 Months
 - B. \$100 Charge – 3-6 Months
 - C. No 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.

Preferred Caterers

Preferred caterers are required for all alcohol events as well as non-alcohol events on Fridays and Saturdays Friday and Saturday events, as well as alcoholic events on Sunday. Sunday non-alcohol events will do not require a preferred caterer. There will be a 15% food and beverage fee for all preferred caterer events.

All alcohol events require at least one (1) off-duty officer scheduled through the Bexley Police Department. An additional officer may be required. Private alcohol events are required to have a minimum of one security staff at the discretion of Bexley Recreation and Parks (BRP) staff. BRP staff reserve the right to require additional security staff.