



**CLAREMONT HERITAGE
SPECIAL EVENTS POLICY FOR GARNER HOUSE
2023**

The use of the historic Garner House for special events is available to the public on a limited basis at the discretion of the Claremont Heritage Board of Directors. Preference will be given to regularly scheduled programs and events offered by Claremont Heritage and by the City of Claremont. When the public uses facilities for special events, use must comply with Claremont Heritage's terms and conditions set forth in this Claremont Heritage Special Events Policy for Garner House and Claremont Heritage Rental Agreement for Garner House. The Special Events Policy may be amended from time to time at the sole discretion of Claremont Heritage, and the Renter shall agree to abide by said Amended Special Events Policy so long as Renter is provided a copy of the Amended Special Events Policy in advance of the Renter's event date.

It is the responsibility of the Renter to forward the Special Events Policy to all persons coordinating their Special Event and to all vendors that Renter is contracting with to provide services for their Special Event.

Claremont Heritage is a non-profit organization whose mission is to advance, preserve, and celebrate the historic architectural, natural, and cultural resources of Claremont. The caring people at Claremont Heritage are proud to be stewards of the Garner House and in partnership with the City of Claremont have restored most of the house to its original beauty. All proceeds made from rental of the Garner House go directly to benefit the mission of Claremont Heritage.

NOTE: A representative of Claremont Heritage will discuss event suitability, space availability, and fees. Please call for an appointment (909) 621-0848 Monday through Friday from 10:00 am to 3:00 pm. Fees and Policies are subject to change. The current Rental Policy price(s) will only be honored when the non-refundable deposit is made to secure the date. We require a mandatory meeting no later than two weeks preceding an event to make sure we acquire all the Renter's vendor information, and to review a schematic of the planned set up.

HISTORICAL HOME

Renter should be aware that the Garner House is a historical site and that the Renter is responsible for any damage to the facility or the historical artifacts within the facility.

FACILITY & RATES

The Garner House is located in Claremont's Memorial Park at 840 North Indian Hill Boulevard. Claremont Heritage leases the house and courtyard from the City of Claremont. All rates are based on a **seven-hour per day rental**: 2 hour setup, 4 hour event and 1 hour cleanup. Additional hours may be added at a pro-rated amount. The property is available from 9:00am to 9:30pm, but event times are limited to 9:00am to 8:30pm. *We reserve the right to cancel any event not paid in full thirty (30) days prior to the event.*

GARNER HOUSE AREAS AVAILABLE FOR RENTAL:

Courtyard **\$1500**

Our unfurnished Courtyard provides a lovely setting for outdoor wedding ceremonies. This location is also ideal for a formal sit-down reception or less formal celebrations.

Capacity is 140 guests maximum.

Living Room **\$750**

Located in the heart of the Garner House, the elegantly furnished living room is comfortable and intimate. No furniture may be moved. No full meals may be served.

Capacity is approximately 35 people.

Ginger Elliott Exhibition and Conference Center **\$550**

Located on the northeast side of the property in the former garage (approx. 700sq. ft). The Ginger Elliott Exhibition and Conference Center is unfurnished and may be rented for lectures, meetings and exhibitions or small parties. Contact us for weekend multi-day event rates. Capacity is 40 guests seated at tables, 65 guests seated for conference.

Dressing Room (Gift Shop) **\$100**

Dressing room with powder room.

Kitchen **\$100**

The kitchen is available for refrigerating and assembling pre-prepared food. The kitchen cannot be used for cooking. Please provide your own towels, paper towels, wine bottle openers, cake knives, serving utensils, storage containers, plastic bags, plastic wrap, aluminum foil, ice, etc.

EVENT COORDINATOR

A Claremont Heritage representative is required on site for the duration of the Renter’s event, their job is to protect the Garner House Property, not to assist as the Renter’s vendor coordinator or personal event coordinator.

MANDATORY MEETING

No later than two weeks preceding the event, the Renter must meet with the Event Coordinator. This will serve as a last-minute walk through of the venue to make sure we have acquired all the Renter’s vendor information, event time-line and to review a schematic of event set up.

REFUNDABLE SECURITY/DAMAGE/OVERTIME DEPOSIT **\$300**

This deposit is made to cover loss, damage, fines, overtime and to ensure proper cleanup of the facility. Facilities and equipment are to be left in the same condition they were in before the event. The Renter shall be required to pay the full amount of any costs incurred because of breakages, losses, damage, or improper cleanup whether caused by the Renter, or the Renter’s guests, contractors or agents. If the full cost is less than the deposit, the difference shall be refunded. If the full cost is greater than the deposit, the Renter must pay the difference. **Improper cleanup** will result in all or part of the deposit being withheld. The deposit will also cover any additional hours used and not paid for in advance. The deposit check may be deposited to cover any of these occurrences and a refund check of the remaining balance will be sent to the Renter. The deposit is due thirty (30) days prior to the event. It will be held until an assessment of property condition and overtime is made.

OVERTIME FEE **\$300/hour**

Garner House rental rates are based on a seven-hour rental. Schedule your time carefully so that you allow plenty of time for setup and cleanup. You may split your time. For example: 9:00 - 11:00am for setup, 4:00 - 8:00pm for your event, 8:00 - 9:00pm for cleanup. Different events will require different time allowances. Overtime fees will be charged per hour for any portion of an hour that the event runs over your contracted rental. **THESE CHARGES WILL NOT BE WAIVED and will be deducted from your security/damage/overtime deposit.**

COURTESY DISCOUNT

We offer a 10% discount for Claremont Heritage members at the following levels: **Cornerstone Circle, 1887 Founders Circle and Garner Circle**. A 20% courtesy discount for Claremont based non-profit organizations is available.

RESERVATIONS/PAYMENT POLICY

The Renter must sign the Claremont Heritage Rental Agreement for Garner House and pay a non-refundable deposit to save the date. The non-refundable deposit is equal to 50% of the rental fee for the facility area rented and will be credited to the Renter’s final balance. Checks should be made payable to “Claremont Heritage.” Credit cards are also accepted. The rental fee balance is due thirty (30) days prior to the event.

GENERAL REGULATIONS

INSURANCE

Renter must provide Claremont Heritage with and maintain a \$1 Million property damage and liability insurance certificate. This may be obtained through the Renter's homeowner, renter or business insurance company at an average cost of \$125. The certificate must name both "Claremont Heritage" and the "City of Claremont" as an additional insured including, *alcoholic liquor liability if any type of alcoholic beverage is to be served*. <https://www.theeventhelper.com> can help with obtaining this policy. All proof of insurance must be submitted with the final payment thirty (30) days prior to the event.

CANCELLATION POLICY

Claremont Heritage reserves the right to cancel this contract without penalty or charge (and return to Renter all paid fees and deposits) at any time for any reason. If Renter cancels, all cancellations must be submitted in writing. If a written request of cancellation is received within thirty (30) days of the scheduled event **AND if** the cancelled date can be rescheduled by the venue, i.e. rented to another Renter for an event equaling the contracted rate, a refund will be issued to the Renter, minus the original 50% non-refundable deposit. This is because the venue has turned away other prospective renters due to current Renter's event contract, and venue has lost the ability to book a new client.

LIMITATIONS

The Renter shall only be entitled to use the areas designated in the rental contract and to limit the number of guests to the listed area capacity. Renter is responsible for any fines or restitution imposed by the Fire Marshall for exceeding this limit during the event. *Failure to comply with the capacity limitation will result in cancellation of the event.*

The following are types of events allowed at the Garner House:

1. Wedding ceremonies & receptions
2. Engagement parties, wedding & baby showers
3. Memorials
4. Seminars, lectures, tours.
5. Private meetings for individuals, corporate groups or non-profit groups.

The Garner House venue is not suitable for celebratory events for children or young adults due to its historic nature.

Power is available in limited areas outside. If the event is outdoors, there is no provision for inclement or other undesirable weather. Refunds will not be made based on weather conditions. The sites are available from 9:00am to 9:30pm, but event times are limited to 9:00am to 8:30pm. The standard time for a rental is seven hours (this includes setup and cleanup and DOORS LOCKED). Arrangements for any use of the park itself must be made with the City of Claremont's Human Services Department.

Any licensing fees for music, film, insurance or other intellectual property are the responsibility of the Renter.

VENDORS AND LOADING

All vendors are required to be licensed, bonded, and insured. Renters and Vendors may not load in prior to the agreed upon load-in time. Renters and Vendors may not deliver and store supplies or equipment prior to the agreed upon load-in time. Renters and Vendors may not double park or otherwise block traffic in the circular driveway in front of Garner House. Renters and Vendors are responsible for removing all their trash and debris. Any items left behind when the event has ended will be discarded.

CATERER/FOOD SERVICE

Caterers **must** be approved by Claremont Heritage. Caterers are required to be licensed, bonded, and insured. The sole exception would be food prepared by the Renter's family.

RENTAL EQUIPMENT

Rental companies **must** be approved by Claremont Heritage. Rental deliveries and pick-ups must be scheduled in advance with the Event Coordinator. The Renter is responsible for tents, tables, chairs, china, linens, flowers, and all other items needed for their event. These arrangements and payments are the sole responsibility of the Renter. Claremont Heritage does not have a secure area for the storage of rental equipment. Rentals must be delivered on the day of the event and picked up immediately following the event.

DECORATIONS

Decorations must comply with the following rules:

1. Bubbles and real rose petals **only** are allowed in the courtyard. No rice, confetti, glitter, fake rose petals, sparklers, fireworks, noisemakers (whistles, air horns), silly spray, foam, water toys, or birdseed may be thrown or dispersed in any way inside or outside.
2. Candles in the courtyard must be enclosed and discussed ahead of time with the Event Coordinator. **No lit candles or smoking allowed inside Garner House or in Memorial Park.**
3. The **City of Claremont does not allow** decorations affixed to the trees on Garner House grounds or in Memorial park. In addition, **no** decorations, temporary fixtures or signs may be attached to the walls, floors or ceiling by means of taping, nailing, stapling, pushpins or masking tape on the interior or exterior of Garner House.
4. Decorative lights are allowed on the courtyard banister.
5. No helium balloons inside or outside of Garner House.

ALCOHOLIC BEVERAGES

Wine, champagne, and beer are the only alcoholic beverages permissible at events, NO beer bottles. **HARD LIQUOR IS STRICTLY PROHIBITED. The service of alcoholic beverages must cease thirty (30) minutes before the end of the event or 8:30pm, whichever is sooner.** There is **NO SALE** of alcohol. Alcoholic beverages shall not be consumed by anyone under the age of 21 years old. Alcoholic beverages are allowed only within the designated premises. Consumption of alcohol outside the grounds of the Garner House, i.e. Memorial Park, is subject to the City of Claremont ordinance. The Renter is responsible for guests, agents, employees or contractors taking alcoholic beverages out of the designated premises. Claremont Heritage staff reserves the right to shut down an event if Renter's guests, agents, employees or contractors take alcoholic beverages out of the designated premises or bring hard liquor onto the premises. If hard liquor is found anywhere on the premises of the Garner House i.e. inside the house or courtyard or that it is being served in the parking lot of Memorial Park itself and being brought onto the grounds of Garner House, law enforcement will be called, and the event will be canceled.

****NO SMOKING****

Smoking is **STRICTLY PROHIBITED** in the interior and exterior of the Garner House grounds, the Ginger Elliott Exhibition and Conference Center and all areas of Memorial Park. These areas are all subject to the City of Claremont ordinance.

MUSIC

All event music and entertainment **must** be discussed with and approved by Claremont Heritage. Acoustic and amplified music is permitted within consideration of neighboring residents. Renter's entertainment is not to be audible beyond park limits and **must cease thirty (30) minutes before the end of the event or 8:30pm, whichever is sooner.** The staff member on site will determine the **acceptable volume** of all amplified music.

Renter is responsible and will be charged for any fines or false alarms associated with law enforcement being summoned to the premises resulting from violation of city noise code 415.2 of the California Penal Code (Disturbance of the Peace).

SECURITY

Claremont Heritage reserves the right to require the Renter to provide security for their event. Security companies must have insurance endorsement. We must have verification of security one month prior to the event.

In the event of an emergency that requires fire, police, or emergency medical personnel, Renter agrees to call 911 immediately. Claremont Heritage personnel are not trained or qualified to administer emergency services. It is the sole responsibility of the Renter to provide for on-site or on-call emergency services, such as an EMT, if desired. Claremont Heritage staff reserves the right to immediately and without notice, amend and alter the setup configuration or placement of any items which they consider to be a hazard. (Please run setup schematic by staff before event) Any behavior or activities that are offensive, abusive, illegal or which may result in the endangerment of the Garner House property, guests, personnel, visitors, collections or facilities are expressly prohibited. The Renter is responsible for the behavior of their guests, invitees and agents while they are at the Garner House property and/or Ginger Elliott Exhibition and Conference Center. Claremont Heritage personnel may request that individuals engaging in such behavior leave the premises. Claremont Heritage personnel may terminate any event at any time, if, in their judgment, the event endangers its guests, personnel, visitors, collections or facilities. Claremont Heritage personnel shall strictly enforce the agreement and regulations. The Renter agrees to take the utmost care not to damage the facilities, and will be responsible for all damages to buildings, equipment, fixtures, and furniture arising from the use of the Garner House.

Children must be under the careful supervision of an adult at all times. This is not the responsibility of the Event Coordinator. In addition, Claremont Heritage and the City of Claremont will not be liable for property or personal injury. Claremont Heritage does not have an area for the storage of personal belongings.

PARKING

There are parking spaces in the circular drive in front of the house. Ample street parking is available on the surrounding streets.

CLEAN-UP REQUIREMENTS BY RENTER

1. **ALL** decorations, trash and debris i.e. food, drink, etc. should be removed immediately from the interior and exterior of the facility and taken to the dumpster following the completion of the event.
2. Mop any spillages in the kitchen, house, restroom and courtyard areas.
3. Wipe all kitchen counters, cabinet doors and tabletops.
4. Remove all trash liner bags from the trash containers in the kitchen, bathrooms and courtyard; tie the bags and dispose of in the dumpster.
5. Remove ice and food from refrigerator and dispose of in the dumpster.
6. It is your responsibility to make sure that all parties contracted by you receive a copy of the cleanup requirements.
7. **Any damage or extra cleanup whether caused by Renter, contractors or guests will be deducted from the deposit.**
8. NOTIFY STAFF OF **ALL** BREAKAGE OR UNSANITARY CONDITIONS AS RESULT OF RENTER'S EVENT.
9. Rentals must be delivered on the day of the event. **Keep in mind closing time is 9:30pm. Overtime begins on an hourly basis at 9:30pm.**
10. Different events will require different time allowances, 1-1½ hours is a general guide for cleanup time. **Clean up requires that you leave the Garner House in the condition in which you found it.** If you do not want to be responsible for the cleanup and need a recommendation for hired help, please ask and a recommendation will be given.

PREPARATION

This covers the general cleaning of all rented areas prior to Renters event.

LOCATION ACKNOWLEDGEMENT

For all public and/or published events, please acknowledge the Claremont Heritage venue in one of the following manners:

Claremont Heritage Garner House

Claremont Heritage Ginger Elliott Exhibition and Conference Center

Please call the office at (909) 621-0848 to speak to or set up an appointment to meet with our Event Coordinator or email events@claremontheritage.org. We look forward to assisting you with your special occasion.

Physical Address: Garner House
840 N Indian Hill Blvd
Claremont, CA 91711

Mailing Address: Claremont Heritage
P.O. Box 742
Claremont, CA 91711

I/We the undersigned have read and agree to the preceding Special Events Policy for Garner House. This agreement is not valid until a signed copy has been received by a Claremont Heritage representative.

Group/Company/Individual: _____

Address: _____

Phone: _____ Email: _____

Renter

Date

Claremont Heritage Representative

Date

Claremont Heritage
Mailing Address: PO Box 742, Claremont, CA 91711
(909) 621-0848
events@claremontheritage.org