

## HYDE HALL

### Wedding/Event Use Guidelines

1. The Wedding/Event Host - contracted event group - shall assume all financial responsibility for damage to or loss of Hyde Hall property and for any personal injury that may occur during or as a result of use of the property. Such damage or loss will be applied against damage deposit. Define one designated 'official' host.

2. The host hereby agrees to indemnify Hyde Hall, Inc. and the State of New York, their employees, agents, directors, licensees, assignees, partners, subsidiaries, affiliates, and successors, harmless from and with respect to any and all claims, demands, suits, liability, loss and expense, including counsel fees and disbursements incurred in the defense of any action for or by reason of any injury or death to persons or damage to property or otherwise arising out of or in connection with the use of the Premises as hereinabove provided or by reason of any breach of any of the terms or conditions herein set forth. A copy of your Certificate of Insurance must be presented to Hyde Hall at least 40 days prior to the event otherwise Hyde Hall, Inc. and does not guarantee approval of New York State Parks.

3. There is NO SMOKING under tents, or one hundred feet from historic structures.

4. The bride may use the balcony for the bouquet toss. Arrangements must be made in advance with the events manager.. This will permit the bouquet toss and photography inside select areas of the Mansion.

4a. Under no circumstances is the event party allowed to fly drones within the park.

5. Access:

Weddings/Events will be scheduled as much as possible at 4 PM or later to accommodate general museum operation. Due to the Office of Parks, Recreation, and Historic Preservation) OPRHP rules, events must end by 10 PM, with caterers and support staff vacating the site by 11 PM, or additional charges will accrue.

Tents/dance floors/tables, etc. may be set in place the day before, and must be dismantled that day after the event. These rules are established by the park quiet hours, and curfew, this is non-negotiable. The Events manager must be notified 40 days in advance to arrange provisional set up time for weddings.

Three hours prior to the event will be allotted for service personnel to set up on the day of the event. If more time is needed, please contact the Events Manager and we will try to accommodate your arrangements. If a rehearsal or rehearsal dinner is desired, arrangements must be made 60 days beforehand through the Events Manager.

\*A rehearsal dinner is considered another event and must follow the same guidelines, permitting process, and event cost.

6. Vendors: (Tents, tables and chairs, florists, linen service, caterers, photographers, videographers, live-streamers, bar service, musicians, DJs, sound and light technicians,)

All vendors must be licensed and fully insured and meet the NY State minimum and limit of no less than \$1,000,000 and general aggregate minimum of 2,000,000. (see back of park permit application).

A copy of each vendors' Certificate of Insurance must be submitted to Hyde Hall at least 40 days prior to the event. If a Certificate of Insurance is not submitted by the date of New York State Permit submission, Vendor will not be able to provide services for the wedding. This is a non-negotiable. All documents must be submitted at the same time

Any subcontractor hired by vendors must submit a copy of their Certificate of Insurance to the office 40 days in advance of the event.

Caterers will have access to the property three hours prior to the event, as arranged through the office. Caterers are responsible for the preparation and clean-up of their respective areas including the disposal of all garbage bags. All areas must be left in the same condition that it was in upon arrival.

Garbage is to be placed in the dumpster behind the yellow barn ( Kent Administration Center). If the host fails to meet clean-up procedures, a clean-up fee of \$200.00 will be subtracted from the deposit.

Vendors and their employees must, at all times, be properly dressed and conduct themselves in a manner which is suitable to the client and the setting of the event.

If a vendor needs to store materials on a site, items may be brought in one day before an event. All items will be kept together in an area designated by the events manager, and will be left at the caterer's own risk.

Tent installation that requires set up before the event must be submitted for 40 days prior to the event, the events manager must know immediately in regard to submitting park permits.

#### 7. Bar Service:

If a caterer is to serve alcoholic beverages, a copy of their Off-Premise Liquor License and a copy of their Certificate of Insurance must be provided to the office 40 days in advance of the event.

No alcoholic beverages may be served to attendees under 21 years of age.

If a vendor is to serve alcoholic beverages, their liability insurance for the event must include alcohol coverage. They will need to provide a temporary permit to Hyde Hall's Event Manager, 40 days before the event. They must designate a person to be responsible for the beverage area who will act as bartender and conduct themselves in a professional manner.

Bartenders must be appropriately dressed and may not smoke or drink while working behind the bar.

Bartenders are responsible for the preparation and clean-up of their respective areas including disposal of all garbage bags. Garbage is to be placed in the dumpster behind the yellow barn (Kent Administrative Center). If the host fails to meet clean-up procedures, a clean-up fee of \$200.00 will be subtracted from the deposit.

#### 8. Hyde Hall Staff:

Site staff are required to be present at all times during the set-up, operation and clean-up of the special event. Depending upon the size of the event, the number of staff will be adjusted. In cases that require additional staff, the event host will be required to pay for the extra services.

Site staff reserves the right to halt immediately any activities determined to put the site, its collections, its staff or its patrons at risk. The event host or their designee is responsible for communicating with the Hyde Hall Staff on the day of the event.

#### 9. Parking:

Large weddings/events of 100 people or more, the event host (wedding party) is responsible for having an attendant to coordinate parking. This representative must meet with a site manager for detailed instructions.

#### 10. Electricity and Lighting:

Any event using a vendor that requires electricity will require the vendor to be fully insured by the parks minimum. (Reinforce insurance from fully licensed vendors, and not the wedding party)

If the event is in the vicinity of the historic house or Kent Administrative Center, hosts may access the site's electricity, providing that the use of said electricity does not pose a threat to the buildings or to the collections, and that said use will not result in the disruption of site activities. Any wedding/event that will take place during evening hours after dusk will require outdoor lighting for safety of all guests and event attendees. The lighting placement is specific to Park requirements.

#### 11. Equipment:

Hyde Hall, Inc. cannot assume liability for equipment owned by private parties that is left on the facility's grounds overnight. Tents may go up within 48 hours (contradicts above) prior to the event, and must come down within 48 hours following the event depending on the other events scheduled. A dance floor is required if there is to be any dancing.

#### 12. Restrooms:

Weddings/Events with more than 30 guests will be required to use Portable restrooms. The location of the units must be approved by the site directors/event coordinator, and rental fees must be paid by the event host. One unit per fifty guests is required.

#### 13. Attendees

A list of attendees, RSVP list must be provided 14 days before the event to provide to park kiosk, for free admission to the park.