

RENTAL POLICY WEDDINGS



An historic Cape Cod setting for learning, meeting, celebrating...

PAYMENT AND CANCELLATION

1. A deposit of half of the rental fee is due with application. This deposit is non-refundable. The remainder is due 90 days prior to the event.
2. A \$1,000 security deposit is required and due 30 days prior to the event. The security deposit will be refunded following the event provided that all regulations have been observed, the 8 hour time limit has not been exceeded, and there has been no damage to Highfield Hall or its grounds.
3. Notification of cancellation is required in writing to Historic Highfield, Inc. Should Highfield Hall re-book the date with a comparable rental, one-half of the deposit fee will be refunded.
4. Additional time may be booked in ½ hour increments for \$300. This must be done in advance. Failure to end your celebration at 11:00 will result in forfeit of the security deposit.

RULES AND REGULATIONS

1. Contact the Function Manager one week prior to your function to verify all final details.
2. Use of the facility is restricted to the first floor and is exclusive; only one event is staged at a time.
3. Children must be supervised at all times.
4. Highfield Hall is rented for an eight hour time period. This includes your caterer and service persons set-up (generally 2 hours), as well as clean-up time. All functions must be over by 11:00 p.m., including clean-up. Any abuse of this policy will result in forfeiture of the security deposit.
5. All floral arrangements and other property belonging to the User must be removed in full from the house and grounds by the end of the event. Failure to comply may result in the forfeiture of the security deposit.
6. Amplified equipment is permitted for music, but volume will be controlled by the house manager. Non-cooperation from the DJ or band will result in their immediate removal. Outdoor amplification is not permitted after 8 p.m.
7. The maximum number of people that can be accommodated, utilizing a tent, is 200 people. The maximum number of people that can be accommodated without a tent is 130. Sit-down dinners in the Hall are not recommended for more than 80 people.
8. Tents are not provided by Highfield Hall. They must be rented utilizing the approved rental company.
9. No candles are allowed inside the Hall. Battery votives are suggested.

10. Highfield Hall is a non-smoking facility. This includes all porches and terraces.
11. Guests who are not adhering to Highfield Hall policies will be asked to leave the premises by the house manager.
12. Nails, staples or tape may not be used on walls or woodwork. Decorations may not be hung from any light fixtures.
13. If Highfield Hall must be opened prior to the event for the purpose of decoration, an hourly fee will be charged for staff time if the building is not otherwise open.
14. The throwing of rice, birdseed, confetti, tinsel, or petals, etc. inside or outside the Hall is strictly prohibited.
15. Only caterers that appear on the Highfield Hall approved vendor list may be used.
16. The customer is responsible for the actions of all the vendors engaged on your behalf.
17. A grand piano is available for use; no food, drink, or candles may be placed on the piano.
18. Caterers are required to follow the catering guidelines established by Highfield Hall. They must stay to the end of the event, remove all trash, remove all equipment, and leave the building as it was found. Failure to do this may result in a forfeiture of your security deposit. At the conclusion of the clean-up, caterers must have the manager do a final check.
19. The serving of alcoholic beverages must conform to Massachusetts State regulations; a licensed bartender must serve the alcoholic beverages. The sale of such beverages by the User is not permitted. User assumes all liquor liability.
20. Parking at Highfield is still in development and may require use of the lawn and/or parking lots of neighboring organizations. In the event that there are conflicting parking uses, a trolley may be required to transport guests to the Hall from off-site parking elsewhere on the Hill. Trolleys must be contracted and paid for by the User.
21. Historic Highfield, Inc. reserves the right to review all intended uses of Highfield Hall and to deny any uses that are not deemed appropriate.

LIABILITY TO PERSONS AND PROPERTY

1. A certificate of insurance, naming Historic Highfield as a certificate holder, must be provided 30 days prior to the event by the User. This certificate can be obtained from the insurance agent who carries your homeowner's policy and is generally provided free of charge. As host of the event, User assumes all liquor liability.
2. The User agrees to assume liability for any and all personal injury or property damage resulting directly or indirectly from the renter's use of the premises. The approved User further agrees to hold Historic Highfield, Inc. and the Town of Falmouth and their agents and employees harmless from any and all liability, claims, or assessments arising out of the User's use of the premises.
3. Historic Highfield, Inc. and the Town of Falmouth assumes no responsibility and expressly disclaims any liability or responsibility for damage to personal property belonging to the applicant, guests, or employees in or on the premises, for injury to persons invited to the premises or employed by the User for any purpose whatsoever.
4. The User shall agree to be responsible for, and reimburse Historic Highfield, Inc., for any loss or damage to the building, its contents, equipment, or grounds by the renter, guests, employees or servers.