



HYDE HALL

Wedding/Event Use Guidelines

1. The Wedding/Event Host 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.
2. The user hereby agrees to indemnify *Hyde Hall, Inc. and the State of New York*, their employees, agents, directors, licensees, assigns, partners, subsidiaries, affiliates, and successors, and save them 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 30 days prior to the event or a late fee of \$50.00 will be subtracted from your deposit.***
3. There is NO SMOKING under tents.
4. The bride may use the balcony for the bouquet toss. Arrangements must be made in advance with the purchase of the ***Photo Opportunities Package***, listed on the Pricing sheet. This package will permit the bouquet toss and photography inside select areas of the Mansion.

5. Access:

Weddings/Events will be scheduled as much as possible at 4 PM or later to accommodate tour schedules. Due to NYSPR rules, events must end by 10 PM, with caterers and support staff vacating site by 11 PM, or additional charges will accrue. Tents/dance floors/tables, etc. may be set in place the day before.

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 director and we will try to accommodate your arrangements for an additional fee.

If a rehearsal or rehearsal dinner is desired, arrangements must be made beforehand through the HH office. There is an additional charge of \$50/hour for a ceremony rehearsal. A rehearsal dinner is considered another event and must follow the same guidelines.

6. Caterers:

All caterers must be licensed and insured.

A copy of their Certificate of Insurance must be submitted to Hyde Hall at least 30 days prior to the event or a late fee of \$25 will be subtracted from your deposit

Any subcontractor hired by the Caterer is to submit a copy of their Certificate of Insurance to the office 30 days in advance or a ***\$25 late fee will be subtracted from your security deposit.***

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 (Visitor's Center). If clean-up procedures are ignored a clean-up fee of \$200.00 will be subtracted from the deposit.

Caterers 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 caterer would like to store materials on a site, items may be brought in the day before an event. All items will be kept together in an area designated by the site director, and will be left at the Caterers own risk.

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 30 days in advance or a \$25 late fee will be subtracted from your deposit.***

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

If the host is to serve alcoholic beverages, their liability insurance for the event must include alcohol coverage. 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 (Visitor's Center). **If clean-up procedures are ignored 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. Dependent upon the size of the event, the number of staff will be adjusted. In cases that require a larger staff, the event sponsor will be required to pay for their services.

Site staff reserves the right to halt 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 is responsible for having an attendant to coordinate parking. This representative must meet with a site manager for detailed instructions.

10. Electricity and Lighting:

Sponsors of events taking place in the vicinity of the historic house or Visitors Center may be provided access to site 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 and the cost is the responsibility of the event host. If the lighting is necessary, this additional fee will be included in contract package.

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 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. The restrooms in the Visitor's Center can be used only for events with less than 30 guests.

13. Bridal Party Changing Area

The bride and her party may arrange access to our "changing room" in the Hyde Hall Visitor's offering you freedom to relax or prepare, as well as a secure space to keep your items during the event.

14. **Hold Harmless Agreement**

The agreement must be signed and returned with the reservation fee to reserve the site.

Full payment and a Certificate of Insurance are required no later than one month before the date of your event.