



EDSON KEITH MANSION AT PHILLIPPI ESTATE PARK

Rental Conditions and Guidelines

Section I: Conditions associated with the event

1. The Edson Keith Mansion is listed in the National Register of Historic Places. Strict limitations are necessary to preserve and protect this historical resource.
2. The Permittee is responsible for all event arrangements and must inform the Phillippi Estate Park office of all delivery times.
3. **Set-up and clean-up activities must occur on the day of the event.** Any time required for set-up and clean-up shall be included as part of the rental agreement.
4. **The Permittee is responsible for set-up of their event.** Prior to the date of the event, the Permittee must meet with park staff to review their event. The proposed location of any tent(s) or other structures placed outside shall be approved by Phillippi Estate Park staff prior to the event; however, **no tents are permitted on the Edson Keith Mansion terrace.** It shall be the Permittee's responsibility to ensure that set-up activities by rental company staff do not result in any damages to the building or grounds. Depending on proposed set-up, staff will review the locations of restricted areas within the park. It shall be the Permittee's responsibility to supervise and ensure that no items (e.g., tents, stages, etc.) are set up within the restricted area and that no vehicles are allowed to drive within this area. Ground-disturbing activities are prohibited within the restricted areas.
5. **The Permittee is responsible for clean-up of their event.** The Permittee will contract with one of the Edson Keith Mansion selected catering companies to complete the required clean-up activities. It is the Permittee or their designee's responsibility to ensure the clean-up activities have been completed by the end of the reservation period.
6. Clean-up shall take place on the day of the event and includes picking up all trash generated by the event inside and around the mansion and placing all trash and recyclables in the appropriate trash containers. In addition, any chairs and tables used for the event shall be stacked and put away in the appropriate location and all floors shall be swept. All personal items shall be removed from the mansion upon conclusion of the event. **Should clean-up activities not be completed by the Edson Keith Mansion selected caterer, the cost of staff time (pursuant to the Parks and Recreation General Fee Schedule) needed to complete the required clean-up activities shall be subtracted from the security/damage deposit.** Should the cost exceed the amount of the security/damage deposit, the Permittee shall be billed for the remainder of the cost. A Checklist for post event cleanup has been provided for your convenience at the end of this document.
7. All catering equipment, decorations, florals, etc. must be removed from the Edson Keith mansion immediately following the event.

8. **All rental items shall be removed the same day as the event, no later than the end of the rental period (i.e., midnight).** This requirement is critical to the park's reservation program. Additional rental fees shall be assessed for the duration of time rental items remain in excess of the rental period, and shall be subtracted from the security/damage deposit. It is the responsibility of the Permittee to work closely with the Edson Keith Mansion selected caterer and the rental company to ensure compliance with this rental condition.
9. Excessive noise is prohibited (pursuant to Sarasota Co. Ordinance No. 76-52) – all events must comply with the Sarasota County Noise Ordinance. There are residential neighborhoods immediately to the north and south of the park.
10. All building exits shall remain clear at all times during the event pursuant to the Fire Code.
11. The Permittee shall contact Phillippi Estate Park staff to report any damage that occurs during an event within 24-hours of the event. The Permittee is responsible for the cost of repair or replacement of any Phillippi Estate Park, Edson Keith Mansion property which is damaged or destroyed by the Permittee or anyone attending the event covered under this rental agreement. The cost of such repair or replacement shall be subtracted from the security/damage deposit. Should the cost exceed the amount of the security/damage deposit, the Permittee shall be billed for the remainder of the cost.
12. The mansion kitchen is equipped with an Automated External Defibrillator (AED) to be used in case of emergency. When calling "911" for an emergency using the kitchen wall phone, please dial "9" first to access an outside line, then dial "911".

Section II: Conditions associated with use of the Edson Keith Mansion

1. Any device that has the potential to mar or damage the finish of any of the interior surfaces in the mansion CANNOT be affixed to said surfaces. Several examples of such devices include: most forms of tape, nails, hooks, and thumb tacks. **No decorations or devices may be affixed to the inside or outside of mansion walls, doors, moldings, lighting fixtures, floors, or mirrors.** The historic stairway banister may be decorated; however, all decorations may only be secured by ribbons. Tape, twine, string and wire are prohibited. The antique buffet and piano in the foyer remains in place at all times and cannot be moved. The plants in foyer, living room and dining room cannot be moved.
2. Windows in Bride's and Groom's rooms shall not be opened. If anyone wishes to smoke, they must leave the Mansion and smoke on the front porch or back terrace where they are cigarette butt receptacles.
3. The use of **glitter, confetti, and rice is strictly prohibited** inside and around the mansion. **Swizzle sticks, plastic stirrers, and toothpicks are also prohibited.**
4. Kegs of beer are not permitted at any events held in, at, or around the mansion. Coolers and ice tubs are restricted to the kitchen area or on the back terrace/patio of the mansion unless they are completely leak-proof and will not cause damage to the wood floors. Ice sculptures are prohibited in the mansion.
5. **The chairs provided with rental of the mansion are for interior use only. The tables provided with rental of the mansion are for interior or terrace use only.**
6. There are 2 chair carts for use in moving the chairs from storage in the kitchen throughout the interior of the Mansion. The carts are to be used only for transporting chairs inside the Mansion

and cannot be used outside the house. Permittee should bring hand truck if it is necessary for transporting items into and out of the Mansion.

7. Smoking is prohibited anywhere inside the mansion (pursuant to Sarasota County Ordinance No. 74-41). For those guests who smoke outside, please ensure that they use the ashtrays or sand-filled urns that are available to them. The bride's room and groom's room windows may not be opened for safety reasons as there are no screens on these historic windows.
8. State and Local Fire Codes apply.
 - a. No flammable substances or materials may be used.
 - b. No open flames or candelabras.
 - c. Candles are permitted only if they are accompanied by a sturdy, non-combustible base and are enclosed in glass.
 - d. **All candles must have a minimum of four inches (4") of glass above the flame for safety purposes.** Candles that are enclosed in glass may be permitted on tables, however, the type of candle/glass enclosure and the number of candles proposed must be approved by Phillippi Estate Park staff a minimum of four weeks prior to the event. **Non-conforming and/or unauthorized candles will be removed.**
 - e. All overhead lighting in living room, 2 sunrooms, library and dining room are equipped with dimmers.
 - f. No lights on park trees.
9. D.J.'s and small music groups are allowed provided that music amplification is minimal (i.e., non-disturbing decibel level) due to adjacent residential neighborhoods. Music being played either inside or outside the mansion must end by **10:00 pm.**
10. No animals (except Seeing-Eye dogs or Hearing dogs) are authorized to be inside the Edson Keith Mansion.

Section III: Edson Keith Mansion – Catering/Kitchen Guidelines and Policies

1. The Permittee is responsible for ensuring that all applicable conditions are clearly communicated to and followed by the selected catering company.
2. ANY SPILLS INSIDE THE MANSION SHALL BE CLEANED UP IMMEDIATELY! Liquids can cause long-term or permanent damage to the historic wood floors. The cost of repair shall be subtracted from the security/damage deposit. Should the cost exceed the amount of the security/damage deposit, the Permittee shall be billed for the remainder of the cost.
3. Should a bar area be set up inside the building, extreme care must be taken to ensure that no damage is caused to the wood floors as a result (e.g., spills, etc.)
4. No food, grease, or oil shall be disposed of in any sink. These items shall be disposed of in the appropriate trash containers.
5. The kitchen facility and any other areas for which the caterers are responsible, shall be left in a clean condition.
6. All catering equipment and supplies must be removed from the premises immediately after the event.

7. Equipment available for use on site (current as of May 2012) includes:

- Commercial freezer (19 cubic ft)
- Commercial refrigerator (21 cubic ft)
- 2 sinks
- Counter-top areas
- 11 buffet tables (1.5-ft x 8-ft long)
- 6 buffet tables (2.0-ft x 8-ft long)
- 8 buffet tables (3.0-ft x 8-ft long)
- 15 round tables (5-ft diameter)
- 120 chairs **(MUST STAY INSIDE)**

I have read and understood the Edson Keith Mansion Rental Conditions and Guidelines. Guests attending the event, Edson Keith Mansion selected caterers and other contracted services shall be informed of the above conditions and monitored to ensure compliance.

Permittee signature

Date

Permittee name (please print clearly)

EDSON KEITH MANSION AT PHILLIPPI ESTATE PARK

Checklist for Post-event clean-up*

- All beige upholstered chairs have been stacked (8 chairs high) and returned to designated location in kitchen.
- 17 buffet tables returned to Butler's pantry. Lean upright against south wall on top of grey safety mat.
- 15 round tables returned to Butler's pantry. Stack 5 each on 2 table carts, and 5 between chair carts.
- All hardwood floors have been swept clean and any spills, liquids, and/or food items have been wiped up.
- Kitchen and Butler's pantry countertops have been wiped clean, and kitchen and pantry sinks have been scoured. Kitchen and Butler's pantry floors must be wiped clean. Please use damp mop only as floors recently sanded and sealed.
- All trash is securely contained within heavy-duty plastic trash bags. If there are any leaking bags, they must be kept inside the rubber garbage containers to prevent damage to the hardwood floors. At the end of the event, all trash bags must have been taken to the dumpster directly south of the Mansion. Park staff can point out location of dumpster. No garbage/trash permitted to remain in Mansion overnight.
- All doors and windows have been closed and secured. All trash must be removed from terrace, Rose Garden and lawn.
- After weddings, both suites upstairs must be cleaned. All food and beverages removed and trash emptied.

THANK YOU

*Please note that this checklist serves to assist our customers with the clean-up requirements. Please refer to the permit for the complete list of conditions associated with the reservation.