



Cliveden  
*Know it Feel it Share it*

## Rental of Cliveden for private and semi-private events

### Guidelines and Procedure

#### Planning an Event at Cliveden

We are pleased to offer Cliveden's buildings and grounds as a venue for special events. Stewardship of the historic landscape, buildings and the collections housed in the museum is crucial to our mission. All proposed uses should be consistent with the preservation of the property and its collection. Events should not detract from the public image of the property and must be in accordance with Cliveden's procedural guidelines. By renting Cliveden for an event, clients agree to uphold the integrity of the historic place, its collections and history. Cliveden's staff reserves the right to evaluate the suitability of an event based on potential damage to the property and collections, and amend or cancel at any time.

Cliveden has spaces that are available for rental as a package, or individually:

- The Carriage House
- The Cliveden Grounds
- The Cliveden Museum

**We require all renters, caterers, and guests to follow the guidelines outlined in this document to help protect this important historic site and its treasures. Please consult with Cliveden staff early in your event planning process.**

Cliveden is a historic site owned by the National Trust for Historic Preservation, located in the Germantown neighborhood of Northwest Philadelphia. Built as a summer retreat country home for attorney Benjamin Chew, Cliveden was completed in 1767 and was home to seven generations of the Chew family. The Battle of Germantown was fought here in 1777 during the Revolutionary War, and Cliveden receives recognition as a National Historic Landmark - the highest designation there is. ***A tax deductible historic preservation fee equal to 10% of the total rental cost will be assessed. All the proceeds from this fee go towards our preservation efforts.***

The elegant architecture and furnishings found at Cliveden are all authentic to the house. Stories emerge from the collections and documents left behind, giving profound insight into the lifestyles and experiences of the Chew family, the African American and immigrant slaves and servants, and notable guests who have passed through Cliveden.

#### Guidelines for Use of the Carriage House

**Approximately 1,200 square feet (30' x 40') | Maximum occupancy 80 seated/150 standing**

The Carriage House meeting room is available for seated or standing events. This space can accommodate cocktail parties, family gatherings, seated dinners, community and organizational meetings. Public restrooms are directly adjacent to the room. Cliveden can provide a limited number of chairs and folding tables for this space; please coordinate with Cliveden staff. Upon request, Cliveden can make our interpretive film and exhibit, located next to the meeting room, available as well. Parties seeking seated events with over 80 guests or standing events with over 150 guests **must** make arrangements for use of the grounds.

**Decorations are permitted, but limited** to those that will not damage, interfere, or obstruct the historic building, any museum exhibition, way-finding devices or emergency signage.

Prohibitions at Cliveden and inside the Carriage House include, but are not limited to (clients must initial here to confirm understanding):

- \_\_\_\_\_ Open flame, including candles, sternos, torches, combustible materials, smoking
- \_\_\_\_\_ Water-related displays, including ice sculptures
- \_\_\_\_\_ Decorations requiring destructive installation: tape, adhesive, push pins, nails, screws, staples
- \_\_\_\_\_ Glitter, tinsel, confetti, rice, bubbles, silly string
- \_\_\_\_\_ Pets, weapons, illegal substances
- \_\_\_\_\_ Use of the theater exhibit equipment
- \_\_\_\_\_ Moving or use of the exhibit furniture and reception desk

*The staff of Cliveden reserves the right to extend these prohibitions at their discretion.*

Clients may make use of the picture rail to hang decorations. Cliveden’s staff is available to discuss appropriate decoration options. Decorations should be removed immediately after the close of the event. Please consult with Cliveden staff early in the planning process for your event.

Please describe your decoration plans here:

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A kitchenette, adjacent to the meeting room, can be made available to clients or caterers. Use of the Carriage House kitchenette is permitted for food preparation, refrigerated storage, and running water.

- \_\_\_\_\_ Cooking or heating is not allowed in this kitchenette
- \_\_\_\_\_ Dishwashing is not allowed in this kitchenette
- \_\_\_\_\_ Use of sternos or canned cooking fuel is not allowed in this kitchenette

Lighting in the Carriage House is divided into three zones on dimmers and should be sufficient for various lighting needs. Additional sources of light must be coordinated with Cliveden staff. Use of LED candle lighting as table decoration is permitted.

Cliveden has few amenities which can be made available for client use. Please indicate any amenities, and the quantity needed here: The Carriage House is equipped with three projection screens, power outlets, and data lines. The room is not Wi-Fi equipped. A podium is available for use. Professional photography and filming are permitted.

- \_\_\_\_\_ 6’ folding banquet tables (4 available)
- \_\_\_\_\_ 8’ folding banquet tables (4 available)
- \_\_\_\_\_ Chairs, black, unpadded (60 available)
- \_\_\_\_\_ Podium (no microphone)
- \_\_\_\_\_ Digital projector w/ screen (no laptop)

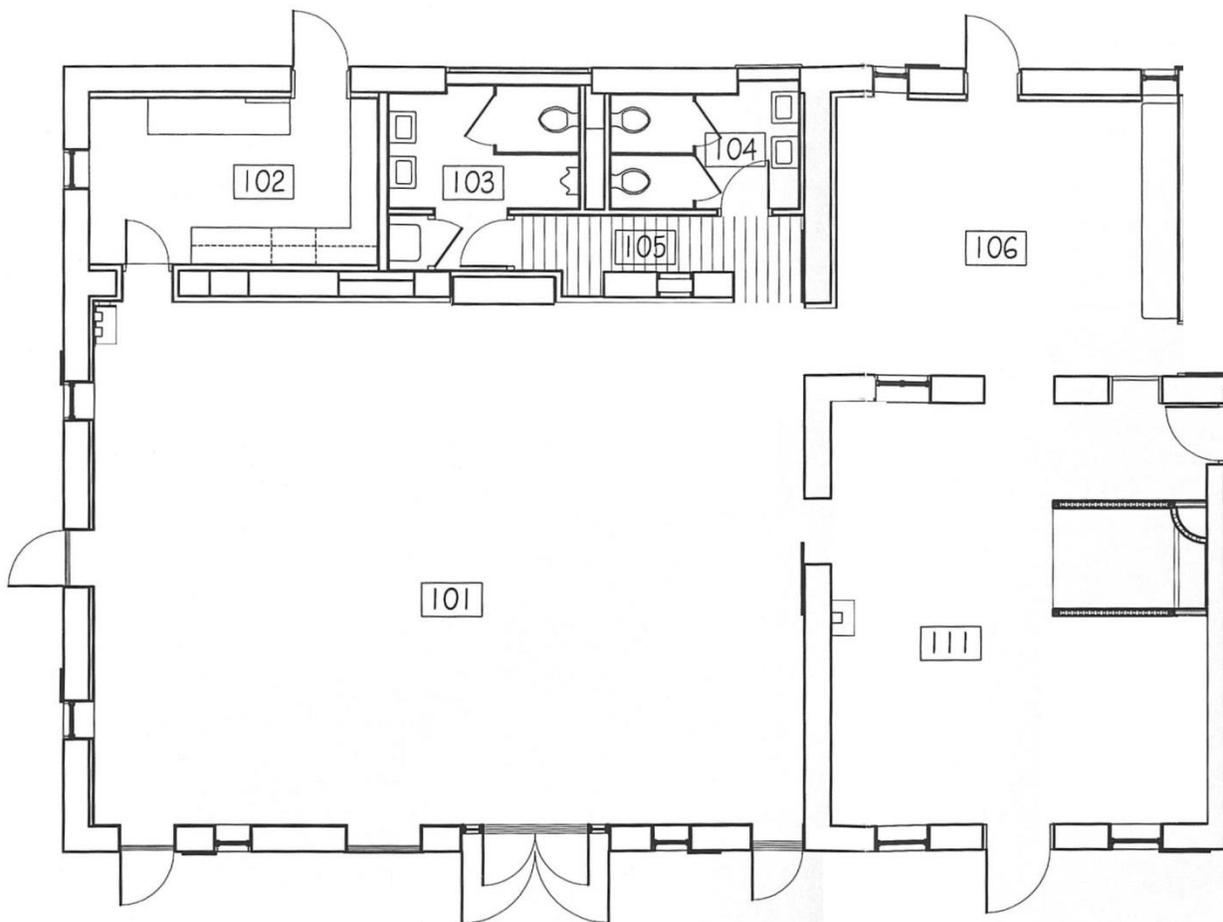
**Public Restrooms** are located adjacent to the Carriage House meeting room, and must be accessible to all public visitors during the site's open hours. **These restrooms are ADA accessible.**

**Rental Equipment delivery and pick-up dates and times:** \_\_\_\_\_

**Set-up date and time:** \_\_\_\_\_, Approved by Cliveden staff member \_\_\_\_\_

**Clean-up date and time:** \_\_\_\_\_, Approved by Cliveden staff member \_\_\_\_\_

Please draw in the intended room arrangement below. Access to exhibit rooms 106 and 111 are not permitted during the Museum open hours (Thurs. - Sun., until 4:00 pm). Cliveden staff will be responsible for setting up and breaking down only the requested amenities indicated here. **All other set-up and clean-up procedures are the sole responsibility of the rental client and/or the caterer. Please initial here to confirm understanding:** \_\_\_\_\_



## Guidelines for Use of the Grounds

Approximately 5.5 acres

Cliveden's landscape with monumental trees, 18<sup>th</sup> century sculpture and serpentine drive are available for rental for outdoor events as an addition to indoor events in the Carriage House or Museum. **Access to the lawn and drive directly in front of the Museum is not permitted during the Museum open hours (Thurs. - Sun., until 4:00 pm).** **Please initial here to confirm understanding:** \_\_\_\_\_

**Addition of tents is permitted and encouraged during outdoor events for protect against weather. Any seated event with over 80 guests must seat on the grounds, and we strongly recommend use of a tent.** This service is coordinated by the approved caterer. **Please initial here to confirm understanding:** \_\_\_\_\_

**Cooking is permitted outside.** The use of propane-fueled grills and ovens is permitted on the grounds under a cook tent. Cook tents and equipment must be placed at least 15 feet away from buildings and vegetation. Caterers must have the proper permits and safety equipment, including fire extinguishers for this equipment. **Please initial here to confirm understanding:** \_\_\_\_\_

**Tent delivery and pick-up dates and times:** \_\_\_\_\_

**Please indicate and describe any outdoor cooking here:** \_\_\_\_\_

Decorations are permitted, but limited to those that will not damage, interfere, or obstruct the historic buildings and landscape, trees, gardens, sculptures, picnic tables, way-finding devices or signage. Decorations must not be attached to any exterior walls of the historic buildings or landscape features (trees, shrubs, sculpture). Decorations requiring destructive installation are prohibited, including, but not limited to; tape or other adhesive, push pins, nails, screws, staples. Decorations should be removed immediately after the close of the event. **Please initial here to confirm understanding:** \_\_\_\_\_

**Stakes may be used to install decorations or games on the grounds.** In order to protect the archaeological resources on the grounds, **this must be coordinated with the Preservation Director.** **Please initial here to confirm understanding:** \_\_\_\_\_

**Alteration to the landscape is prohibited,** including but not limited to trimming or removal of any foliage, or addition of gravel. Any foliage additions a client may wish bring must be contained in a pot or vase, and removed at the close of the event. Cliveden cannot guarantee the condition of the grounds will meets your expectations unless clients consult with Cliveden staff early in the planning process. **Please initial here to confirm understanding:** \_\_\_\_\_

**Use of the driveway is permitted,** but limited to the path from the front gate on Germantown Avenue to the rear gate on Morton Street. Vehicular traffic on the grounds is limited to loading and unloading. Parking is not permitted on Cliveden grounds or on the driveways. Use of the Second Baptist Church parking lot located on Cliveden Street can be coordinated by calling (215) 849-0257. For loading purposes only, vehicles are permitted on the cobble pavement in front of the Carriage House. **Vehicles are not permitted to drive on the loop in front of the Museum, or on the grass.** **Please initial here to confirm understanding:** \_\_\_\_\_

**Please indicate and describe your parking arrangements here:** \_\_\_\_\_

**Will the front gate on Germantown Avenue need to be open for vehicle or foot traffic?** \_\_\_\_\_

**Please describe the intentions for the front gate entrance here, including the times needed for opening:**

Please refrain from climbing or touching Cliveden's historic trees, plantings and sculptures. Please do not cut or pick flowers from the gardens. These fragile plantings are important elements of our historic landscape. **Please initial here to confirm understanding: \_\_\_\_\_**

Cliveden has a minimal exterior lighting system to light the buildings and grounds after dark. Additional sources of light must be coordinated with Cliveden staff. Open flame (candles, torches, lanterns) is not permitted; please consider the use of LED "candle" lights for the effect of lit candles without the risk of open flame. Cliveden does have exterior power outlets from which Clients can run power for the use of lighting and audio-visual equipment outdoors. **Please coordinate additional lighting and power needs with Cliveden Staff. Please initial here to confirm understanding: \_\_\_\_\_**

Public Restrooms are available in the Carriage House, and portable restrooms are required for outdoor events inviting over 300 guests. **Please initial here to confirm understanding: \_\_\_\_\_**

Please indicate and describe your plans of inclement weather here: \_\_\_\_\_

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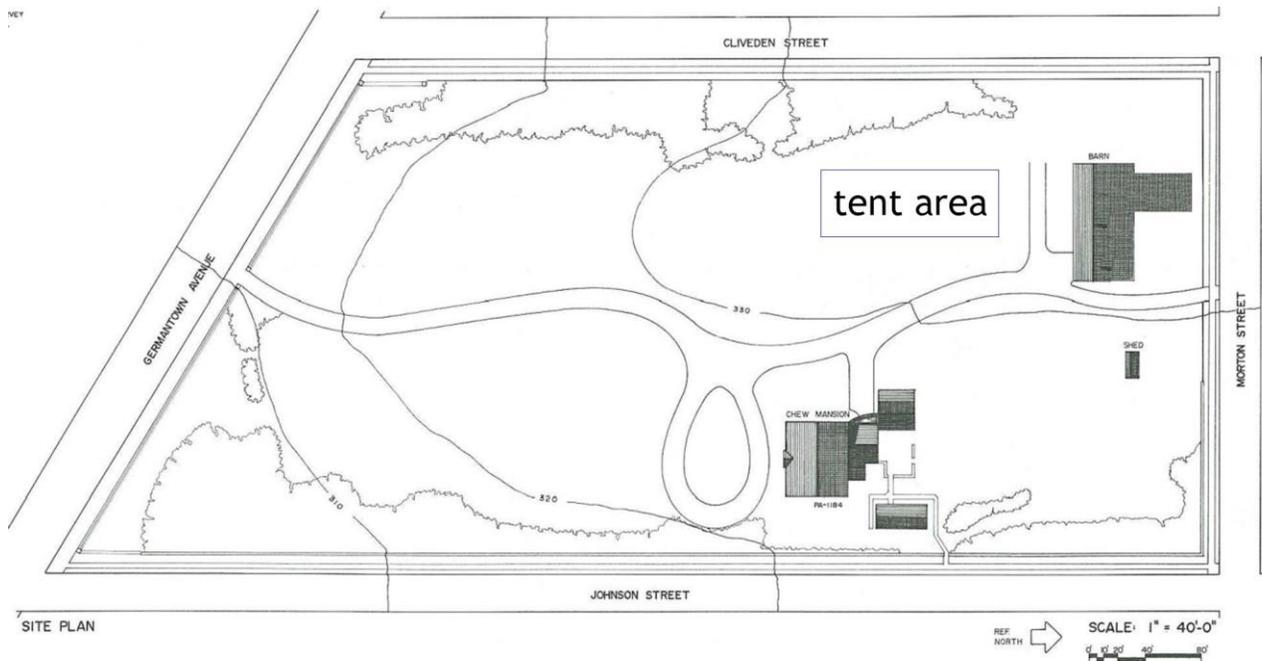
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Live music or DJ music is permitted outside and in the Carriage House. Please coordinate with Cliveden Staff.

Please draw in the intended use of the grounds below.



## Guidelines for the Cliveden Museum Use

First Floor only | Maximum capacity 80

The Cliveden Museum space has recently been opened to host special events. Particular care must be taken to protect the heart of our historic site. Access to the Museum is limited to the first floor only. Clients are permitted to extend their event into the patio behind the house. Only standing events are permitted. **Access to the Museum is not permitted during the Museum open hours (Thurs. - Sun., until 4:00 pm). Please confirm your event timeline with Cliveden staff.**

**Supervision by staff to monitor use of the Cliveden Museum** will be present at all times. Cliveden staff reserves the right to ask any or all guests to leave the Museum if any of the Prohibitions listed below are violated, or at their discretion, any concerns arise regarding the use and protection of the historic building and collections. **Please initial here to confirm understanding: \_\_\_\_\_**

**Prohibitions at Cliveden and inside the Museum include, but are not limited to (clients must initial here to confirm understanding):**

\_\_\_\_\_ **Open flame, including candles, sternos, torches, combustible materials, smoking**

\_\_\_\_\_ **Water-related displays, including ice sculptures**

\_\_\_\_\_ **Decorations (with the exception of an entranceway garland)**

\_\_\_\_\_ **Glitter, tinsel, confetti, rice, bubbles, silly string**

\_\_\_\_\_ **Pets, weapons, illegal substances**

\_\_\_\_\_ **Camera flash, from photographers, personal use cameras or phone cameras**

\_\_\_\_\_ **Audio visual systems, music players, live music**

\_\_\_\_\_ **Lighting additions, including string lights, candles, or lamps**

\_\_\_\_\_ **Use, touching, or moving of any collection items, including furniture**

\_\_\_\_\_ **Food and beverages (with the exception of clear beverages)**

\_\_\_\_\_ **Use of the kitchen (with the exception of pouring beverages by catering staff)**

***The staff of Cliveden reserves the right to extend these prohibitions at their discretion.***

**Please do not touch the collections furnishings and objects, these items are not available for event use.** The historic buildings and collections are fragile. Touching or movement of any collection items by caterer staff or event guests is prohibited. Movement of furniture and objects to accommodate event use of the museum must be prearranged 2 weeks in advance with the Preservation Director.

**Clear beverages only will be permitted inside the Museum.** These include champagne, white wine, or water.

**There are no public restrooms available in the Cliveden Museum.** Guests will be directed to the Carriage House facilities, which are also ADA accessible.

**Tours of the museum are not included with rental of the Cliveden Museum for events.** Guests will be permitted to visit first floor rooms on their own, but the staff supervisor will not be equipped to give a formal tour. Small group tours can be coordinated with Cliveden staff in advance at an additional negotiated fee.