



Cliveden
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Site Rental Policy | 2019

About Cliveden

Cliveden is a historic site owned by the National Trust for Historic Preservation, located in the Germantown neighborhood of Northwest Philadelphia. Built as a country house by attorney Benjamin Chew, Cliveden was completed in 1767 and was home to seven generations of the Chew family. Cliveden has long been famous as the site of the Revolutionary Battle of Germantown in 1777, as well as for its Georgian architecture. New research is unearthing a more complicated history at Cliveden, which involves layers of significance, including the lives of those who were enslaved and in service to the Chew family. This information broadens the meaning of Cliveden as a preserved historic place, exploring themes and stories of American identity and freedom. Traces of the history of the Cliveden property and its occupants can be found throughout the five acre woody landscape. The property includes four buildings, the Main House, Kitchen Dependency, Wash House and Carriage House. Tours of Cliveden are available May through August, Thursday-Sunday, from 12-4pm and September through November, Friday-Sunday 12-4pm.

Planning an event at Cliveden

At this time, the Carriage House is the only space at Cliveden available to rent for private functions. Please coordinate your rental inquiry with Cliveden staff to determine availability. Stewardship of the historic building and landscape is crucial to the Cliveden mission. Rental clients, caterers and guests are required to follow the guidelines outlined in this document to help protect the historic site. Please consult with Cliveden staff early in your event planning process to ensure a successful venue rental.



The Cliveden Carriage House

1,200 sq. feet (30' x 40') | Maximum occupancy 80 seated / 120 standing

The Cliveden Carriage House meeting room is available to rent for special events, meetings or for use as multipurpose space. This space can accommodate family or business gatherings, cocktail parties, seated dinners, community and organizational meetings and other multipurpose

uses such as rehearsals, performances, lectures, classes and workshops. At this time, Cliveden is *not available* as a venue for wedding ceremonies or receptions.

Interior of Carriage House



Cliveden Grounds: Cliveden's five acre landscape with monumental trees, 18th century sculpture and wide driveway is available to rental clients, *weather permitting*. Please discuss your needs and rain plan with Cliveden staff early in the planning process. At this time, Cliveden cannot accommodate large capacity events that require a tent. **Please refrain from climbing, touching or cutting from Cliveden's historic trees, plantings and sculptures.** These fragile objects

are important elements of our historic landscape. Access to the lawn and drive adjacent to the Main House is restricted during times when the site is open for tours. Cliveden cannot guarantee the condition of the grounds will meet with client expectations unless clients consult with Cliveden staff early in the planning process.

Amenities: 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. A small kitchenette with sink, refrigerator and limited counter space are available for storage and preparation of food. Cooking facilities are not provided for rental client use. Cliveden can provide up to 75 chairs and (6) 6' and (4) 8' folding tables for use by rental clients, but table linens are not available. Upon request, the interpretive film and exhibit, located next to the meeting room, can be made available. Arrangements for tours of Cliveden can also be made. Please coordinate use of any of these amenities with Cliveden staff.

Decorations: In order to protect the Carriage House and landscape, types of decorations and methods of installation are limited to those that will not damage, interfere, or obstruct the historic buildings, landscape, exhibitions, way-finding or emergency signage. Please consult with Cliveden staff early in the planning process to determine creative solutions for decoration options that are gentle and safe for the historic building and grounds. Decorations should be removed immediately after the close of the event.

In order to protect the Carriage House, the following decorations and devices are not allowed:

- Open flame, including candles (LED candles permitted), portable food chafing fuel (Sterno), torches, fireworks, sparklers, combustible materials, smoking.
- Displays with water, including ice sculptures
- Decorations requiring destructive installation: tape, adhesive, push pins, nails, screws, staples. *Cliveden staff can advise alternative methods.*
- Helium balloons, litter, tinsel, confetti, rice, bubbles, silly string
- Pets, weapons, illegal substances
- Alterations to the landscape including but not limited to trimming or removal of any flowers or foliage.

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

Lighting: The Carriage House meeting room lighting is divided into three zones on dimmers and should be sufficient for various lighting needs. Outside the Carriage House, a minimal exterior lighting system illuminates the buildings and grounds after dark. Exterior power outlets are available for additional lighting. **Please coordinate additional lighting and power needs with Cliveden Staff.**

Environmental Controls: Heating and cooling in the Carriage House is challenged by the high ceilings, but controlled a thermostat and by heat/cool fans. During events, the Cliveden staff liaison can assist clients in making adjustments for environmental comfort.

Audio-Visual Media: The Carriage House is equipped with three projection screens, power outlets and wireless internet access. A podium is available for use by rental clients. Cliveden does not have a projector or sound system available for rental client use. Professional photography and filming are permitted with permission.

Trash Disposal: Rental clients are responsible for disposal of trash generated by events. Reasonable use of the dumpster and recycling container in the Cliveden parking lot is permitted. Please coordinate with Cliveden staff.

Cooking: The use of propane-fueled grills and ovens is permitted on the grounds by caterers under a cook tent only. 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 all cooking equipment. Open air cooking, grilling, smoking is not permitted. Please instruct caterers to coordinate their needs with Cliveden staff early in the planning process.

Driveway use: 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. Please make arrangements ahead with Cliveden staff if you would like the Germantown Avenue gate open for your event. Vehicles are not permitted to drive on the lawns or the loop in front of the Main House. Vehicular traffic on the Cliveden grounds is limited to driving through, loading and unloading. Parking is not permitted on Cliveden grounds or on the driveway. For loading purposes only, vehicles are permitted on the cobble pavement in front of the Carriage House.

Parking: Ample street parking can usually be found on Cliveden and Morton Streets. Parking is prohibited on Cliveden grounds, please move cars to street for parking. For larger event parking, rental clients are directed to request parking for their guests at the Second Baptist Church, located at 6459 Germantown Ave., (215) 849-0257.

Supervision: Cliveden staff must be on location to monitor use of the site at all times. Cliveden reserves the right to staff the event at their discretion to accommodate monitoring of the historic buildings and collections as well as serve as a site liaison during the event. Event staff and clients are directed to alert Cliveden staff immediately of any concerns regarding the use and protection of the historic building and collections and in the event of an emergency.

Booking Procedures

Scheduling: Rental scheduling is accommodated on a first-come, first-serve basis and is subject to the scheduling of Cliveden programs and events, tour hours, and etc. Consult with Cliveden staff to determine availability. **Rental reservations are confirmed with a 10% non-refundable deposit and signed contract** after an initial consultation, and otherwise considered tentative.

Planning meeting: Rental Clients are required to meet with Cliveden staff to discuss their plans for set up and use of the site. This meeting must take place at least one

month prior to the event. Cliveden staff can assist clients in making plans that fall within the limitations for protecting the historic site.

Set up: Access to the site can be limited by other activities and staffing, so it is important to make drop off and set up plans in advance in consultation with Cliveden staff. Rental clients may make arrangements with Cliveden staff to drop off materials for their event up to two days prior to the event. Event set up can take place up to one day prior to the event, but scheduling must be facilitated by Cliveden staff to coordinate with other programs and work going on at the site. Rental clients must provide their own tools and materials for set up, including ladders, scissors, string, etc. Please consult with Cliveden staff to ensure adequate set up time can be accommodated.

Insurance Requirements: The rental client or caterer is responsible for obtaining and providing proof of a minimum of \$1,000,000 General Liability insurance, and if liquor is served, a minimum of \$1,000,000 Liquor Liability insurance.

Pricing for event rentals is calculated by the hour and includes set up and clean up time. Cliveden staff will quote pricing after an initial consultation to clarify the scope of the event. Extra time will be billed by the half-hour at a pro-rated fee. Additional fees will be added for certain amenities, including access to group tours of the site, etc.

Rental reservations are confirmed with a 10% non-refundable deposit and signed contract. Payments are accepted in full any time up to three business days before the event. Checks may be made payable to “Cliveden,” and credit card payments are accepted either in person or via telephone.

Event Type or Name _____

Date of Event _____ Hours booked _____

By signing this document, Cliveden and rental client(s) agree to the terms outlined above.

Signature - Cliveden

Signature - Client

Print name & title

Print name

Date

Date