



Cliveden

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Landscape Rental Policy | 2021

Subject to change re: COVID-19 pandemic restrictions

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 for 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. The grounds are open for the community to enjoy as a public park Monday-Friday, 9am-5pm. Stewardship of the historic buildings 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 property is a five acre landscape with monumental trees, 18th century statuary and wide driveway. **Please refrain from climbing, touching or cutting from Cliveden's historic trees, plantings and sculptures.** These fragile objects are important elements of the historic landscape. Cliveden cannot guarantee the condition of the grounds will meet with

client expectations unless clients consult with Cliveden staff early in the planning process.

Planning an event at Cliveden in 2020 during the COVID-19 Pandemic

Cliveden is pleased to offer the Cliveden grounds as a safer venue option for small events during the COVID-19 pandemic. At this time, there is limited access to the Carriage House for restrooms and food storage and preparation only. Cliveden will follow and state and local guidelines, so the following policies are subject to change. It is important for clients to keep in good contact with Cliveden staff to ensure a safe and successful event. The following Code of Conduct and restrictions will be firmly enforced for the safety of clients, their guests and Cliveden staff. Please coordinate your rental inquiry with Cliveden staff to determine availability.

Code of Conduct

To protect clients, guests and staff, Cliveden has established a code of conduct for safe practices on the property during the coronavirus / COVID-19 pandemic. By signing this rental agreement, clients agree that they will make guests aware and ask them to abide by the following guidelines:

- Guests should stay home if they do not feel well or if they have been exposed to someone who is sick or has tested positive for COVID-19.
- Guests should stay home, get tested and/or self-quarantine for 14 days if you have travelled out of Pennsylvania.
- Follow the Center for Disease Control recommendations on personal hygiene, including frequent handwashing or use of hand sanitizer.
- Masks are required for vaccinated and unvaccinated individuals in multiple household groups.
- Physical distancing of at least six feet is required when interacting with those outside households, especially when eating or drinking.
- Dispose of trash and collect your belongings. Carry out everything you bring with you.

Limited Gatherings

During the COVID-19 pandemic, rental events are **limited to 150 people**, including the event organizers. Cliveden may reduce or further restrict this policy if government guidelines on large gatherings change. Please check with Cliveden staff to confirm.

Inclement Weather

Because gathering inside the Carriage House is not available, rental clients planning events on the Cliveden grounds must make and confirm a plan for their event in case of inclement weather. Please discuss your needs and plans with Cliveden staff early in the planning process. Three inclement weather alternatives are suggested:

- **Clients will schedule a rain date** for their event. Rain date must be confirmed two weeks prior to the event.
- **Clients will provide a tent** with appropriate capacity for their guests to seek shelter in case of inclement weather. Please coordinate with Cliveden staff to arrange for approved location and set up, especially if scheduling outside rental hours. Cliveden can recommend tent vendors.
- **Clients will cancel their event** and forfeit their deposit. At least two hours' notice is required. Events that are cancelled less than two hours before they are scheduled to begin or end early because of inclement weather are not eligible for rescheduling or rental fee refund.

Amenities

Please coordinate use of any of these amenities with Cliveden staff to ensure availability.

Restrooms: Public restrooms are located inside the Carriage House. To provide a more sanitary environment during the COVID-19 pandemic, these restrooms have been updated and adapted for **use by one person at a time**. Cliveden will be responsible for cleaning and disinfecting restrooms before and after rental events. Clients will be responsible for any additional cleaning at their discretion.

Tables and chairs: Cliveden can provide up to six 6' and four 8' folding tables for use by rental clients. Table linens are not available. Cliveden does not have folding chairs available for client use.

Cooking: Inside the Carriage House, a small kitchenette with sink, refrigerator and limited counter space are available for storage and preparation of food. **Only two people will be permitted inside the kitchenette at a time**. The use of propane-fueled grills and ovens is permitted on the grounds by licensed 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. Fire extinguishers must be readily available if portable food chafing fuel (Sterno) or other heating elements are used to keep food warm. **Open air cooking, grilling, smoking is not permitted**. Please instruct caterers to coordinate their needs with Cliveden staff early in the planning process.

Access to water is also available at the back of the Carriage House via an exterior faucet and hose.

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, interpretive 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.

The following decorations and devices are not allowed:

- Open flame, including candles (LED candles permitted), torches, fireworks, sparklers, charcoal or gas grills, 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: Outside the Carriage House, a minimal exterior lighting system illuminates the buildings after dark. Exterior power outlets are available for additional lighting. **Please coordinate additional lighting and power needs with Cliveden Staff.**

Audio-Visual Media and Presentations: A podium is available for use by rental clients. At the client's request Cliveden can provide up to (50') of extension cords.

Cliveden does not have a projector or sound system available for rental client use. Professional photography and filming are permitted with advance notice.

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

Driveway: 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 lawn 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 capacity event parking, rental clients are directed to make arrangements 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, tours, 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.

Coordinating with Cliveden staff: Rental Clients are required to discuss their detailed plans for set up and use of the site with Cliveden staff at least two weeks prior to the event. Cliveden staff can assist clients in making plans that fall within the limitations for protecting the historic site.

Set up: Rental events must book their hourly rental to include any anticipated time needed for set up and clean up. It is important to make drop off and set up plans in advance in consultation with Cliveden staff, because access to the venue is limited by other site activities. Rental clients may make arrangements to drop off materials for their event up to two days prior to the event. Rental clients must provide their own tools and materials for set up, including ladders, scissors, string, etc. Scheduling must be facilitated by Cliveden staff to coordinate with other programs and work going on at the site. Rental clients will not be permitted to begin set up before their booked rental time begins and must pay a prorated fee if cleanup takes longer than their booked time. Please consult with Cliveden staff in advance 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 Event Liability insurance, and if liquor is served, a minimum of \$1,000,000 Host Liquor Liability insurance.

Fees for event rentals are 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.

Rental reservations are confirmed with a 10% non-refundable deposit and signed contract. Deposit payments must be made two weeks before the event confirm the booking. Balance payments for venue rental must be made **prior to or at the start** of your booked rental time. Cliveden staff can accept cash and checks may be made payable to “Cliveden,” and credit card payments are accepted either in person or via telephone.

Cancellations

During the Coronavirus / COVID-19 pandemic, circumstances make planning events uncertain. Cliveden reserves the right to cancel events based on regulations that require closure of the site, limit group gatherings, or other pandemic-related circumstances. In the event of a cancellation on the part of the client, please let Cliveden staff know of the change in plans as soon as possible. Under these circumstances, any payments over the 10% deposit will be refunded.

Event Type or Name _____

Date of Event _____ Hours booked _____

Rain Date or Rain Plan _____

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