

RESOLUTION 2007-7

A RESOLUTION OF THE BOARD OF SUPERVISORS OF WESTTOWN  
TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA AMENDING  
RESOLUTION 2004-13 FEES AND REGULATIONS FOR RENTAL OF THE  
SMITH MANSION IN OABBOURNE PARK

Whereas, the Board of Supervisors has established a schedule of fees and regulations for Rental of Oakbourne Mansion (see attached); and

Whereas, The Board of Supervisors has not increased the schedule of fees since 1994; and

Whereas, the cost of maintenance and administration of the Smith Mansion has increased significantly in that time period;

Now, Therefore, Be it Resolved by the Board of Supervisors of Westtown Township Chester County, Pennsylvania to adopt the revised schedule of fees and regulations for the rental of Smith Mansion attached as "Exhibit A" and incorporated with this Resolution.

ADOPTED as a Resolution this 23 day of August 2007.

Westtown Township  
Board of Supervisors

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Vice Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Secretary

## OAKBOURNE MANSION RENTAL PROCEDURES, RULES AND REGULATIONS

In renting Oakbourne Mansion for social and meeting functions, clients and their outside vendors understand that the historic property and its furnishings require stringent rules and regulations for use. Westtown Township reserves the right to accept or reject any application for the use of Oakbourne Mansion that is felt to be inappropriate to the property.

1. All persons applying for the use of Oakbourne Mansion must be twenty-one (21) years of age or older.
2. Verbal reservations will not be held more than five (5) calendar days. To confirm a reservation, the client will pay a non-refundable deposit on the rental fee equal to ½ the total rental fee when returning all three copies of a completed and signed reservation contract. Checks should be made payable to "Westtown Township". Upon approval by the Oakbourne Mansion Commission, the client will receive a receipt and a signed copy of the contract. All fees are based on four (4) hours use in addition to two (2) hours set up and one (1) hour clean up time. Clients may reserve one extra hour for the event at additional cost. All arrangements for the rental period must be confirmed with the Township Representative no less than thirty (30) calendar days prior to the function. Events will end no later than 11:00 pm.
3. Clients requesting special uses of facility grounds must make arrangements with the Oakbourne Mansion Commission and complete a Special Activities Agreement. Westtown Township reserves the right to reject requests for special uses if they are felt to be inappropriate to the park setting.
4. The balance of the rental fee is due (90) calendar days prior to the event date or the Township cancels the rental. Any cancellation of an event by the client must be submitted in writing. There are no refunds of either the initial deposit or the balance of the fee.
5. The client will pay a \$500 damage deposit due no less than (14) calendar days prior to the event. Damage deposits must be made payable to "Westtown Township". If Oakbourne Mansion is left in the same condition as received, the damage deposit will be returned within seven (7) calendar days after the event. If there is any damage, breakage, theft or need for excessive clean up, the amount to cover such occurrence will be retained by the Township. If the cost exceeds \$500, the client will be billed for the balance.
6. The Township maintains a list of preferred caterers. If the client wishes to use another caterer, the Township Representative must be notified at the time of booking, so there is enough time for the caterer to become qualified. All caterers are required to place on file with the Township Representative a certificate of insurance showing coverage for liability [property damage and bodily injury]. Caterers must submit to the Oakbourne Mansion Commission a copy of their current Chester County Eating and Drinking Establishment License or equivalent. Certificates of Insurance, licenses and certificates and references must be submitted no less than (30) days prior to the event. All caterers will be required on an annual basis to submit to the Oakbourne Mansion Commission a signed copy of the "Caterer's Agreement Form".
7. Clients must review room occupancy limits with the Oakbourne Mansion Commission according to the County fire code and adhere to them. Unusually large events may require special arrangement from the Oakbourne Mansion Commission, which will review the suitability of such events. Tented events are allowed in designated areas, but are subject to special requirements that must be arranged with the Township Representative at least 30 days before the event.
8. Alcoholic beverages may be provided to the guests by the client in compliance with the rules of the Pennsylvania Liquor Control Board. Alcoholic beverages may only be served by trained bartenders who are acting as employees of the caterer. The caterer and bartender are responsible for the amount of alcohol consumed by guests. Bars must be attended at all times and must close 30 minutes prior to the end of the rental period. Bars may only be set up in specified areas and no beer kegs are allowed. Floors must be protected. Serving or providing alcoholic beverages to minors is prohibited. Alcohol may not be left at the facility more than two (2) hours prior to the event. The sale of alcoholic beverages is prohibited.
9. Smoking is not permitted inside Oakbourne Mansion. No candles or open-flame devices are allowed inside the mansion building.
10. The noise level of the event and the music indoors and outdoors will be monitored by the person designated by the Oakbourne Mansion Commission on duty. If sounds are exceed levels allowed by Township ordinance, the client will be required to discontinue the noise. No outdoor music and/or public address systems are permitted after 9:00 p.m. Bandleaders or D.J.'s must contact the Oakbourne Mansion Commission no later than one (1) month prior to the event to review the conditions for indoor/outdoor music.
11. Client's guest and outside vendors must park their vehicles in designated parking areas. Fire regulations prohibit blocking the entrance driveway with parked vehicles. For large events requiring parking in excess of 100 vehicle, special arrangements must be made with the Oakbourne Mansion Commission 30 days in advance to provide for field parking and traffic control personnel. Additional fees will be charged for these services.
12. Checks may not be left at Oakbourne Mansion to pay outside vendors associated with the function.
  - }. Westtown Township reserves the right to eject anyone from Oakbourne Mansion who is deemed by its representatives to present him or herself in a disorderly fashion. A representative from the Oakbourne Mansion Commission or the Township will be present at the rental facility or the adjacent park grounds during the rental period.

14. The following activities are prohibited at Oakbourne Mansion:

- a. Utilizing thumb tacks, nails or scotch tape on walls or woodwork
- b. Preparing cook-out fires in other than designated areas

- c. Placing flowers or plants on the floors, sills or mantels without protective covering.
- d. Using facility food tables unprotected by plastic or linen covering.
- e. Releasing of helium balloons.

15. No silver, dishes or cooking utensils will be provided. Following the rental, kitchen floors must be wet mopped, all sinks and counters must be thoroughly cleaned, and **all refuse must be placed in large plastic bags**. Basic cleaning supplies are not provided. Caterers must supply trash bag liners.
16. Any equipment brought to Oakbourne Mansion for the purpose of the rental must have prior approval for use from the Oakbourne Mansion Commission and may only be placed in areas designated by the Oakbourne Mansion Commission. All equipment must be removed within twelve (12) hours after the scheduled affair. In some instances, the Oakbourne Mansion Commission may require equipment to be removed prior to the (12) hours.
17. The client accepts responsibility for the activities and actions of any outside vendors present at Oakbourne Mansion to provide services for the rental. Westtown Township reserves the right to prohibit certain outside vendors based on poor previous experience. If any of the outside vendors exceed the (1) hour clean-up time allowed, the client shall be charged for the additional time used. Westtown Township may request proof of outside vendors' liability insurance with Westtown Township named as additional insured if outside vendor's activities are felt to present a risk to park visitors and /or park facilities. In the event an outside vendor cannot provide proof of liability insurance the client may be requested to provide proof of his/her liability insurance; naming the outside vendor and the Township as additionally insured. It is the client's responsibility to see that proof of insurance is furnished to the Township.
18. The client accepts responsibility for the activities and actions of all guests, and agrees to adhere to the conditions of this contract.
19. Westtown Township reserves the right to make such additional rules and regulations pertaining to Oakbourne Mansion as may be in the public interest.

**Westtown Township's Oakbourne Mansion Rental Pricing**  
**The following reimbursements are specific to the rental of the Mansion and grounds at Oakbourne Park.**

Service		Reimbursement		Unit
		Township Resident	Non-Resident	
Mansion Weekdays (Excluding holidays)	Meetings and Retreats One meeting room Limited Kitchen 75 person limit	\$ 50.00 \$ 15.00	\$ 75.00 \$ 20.00	4 Hours Per Extra Hour
Mansion Weekdays (Excluding holidays) Monday – Friday	Show or larger business events. Entire first floor Limited Kitchen 75 person limit	\$ 1,000.00	\$ 1,200.00	Full Day
Mansion Weekends (Excluding holidays)	Show or larger business events. Entire first floor Limited Kitchen 75 person limit	\$ 1,200.00	\$ 1,400.00	Full Day
Mansion Weekdays (Excluding holidays) Monday – Friday 2pm	Reception/Banquet – <u>weekdays</u> 75 person limit	\$ 500.00 \$ 125.00	\$ 600.00 \$ 150.00	4 Hours 1 Extra Hour
Mansion Weekends/Friday 2pm – Sunday & Holidays	Reception/Banquet April 1 – October 31 November 1 – March 31 75 person limit	\$ 1,400.00 \$ 1,100.00 \$ 300.00	\$ 1,600.00 \$ 1,400.00 \$ 325.00	4 Hours 4 Hours 1 Extra Hour
Mansion Grounds for Tented Events	April 1 – October 31 November 1 – March 31 (in addition to use of the Mansion facilities)	Negotiable	Negotiable	Negotiable

Any event that does not fit the above categories is considered a Special Use Activity. For such events, a proposal must be made to the Oakbourne Mansion Commission at least 120 days before the date of the proposed event. The proposal should include a complete description of the event, number of people, duration, desired use of facilities and grounds, and any other relevant facts. The Oakbourne Mansion Commission will determine whether or not allow the event within 30 days and provide the applicant with a Special Activities Agreement that will include the required fees, restrictions security deposit amounts and other requirements. Westtown Township reserves the right to reject requests for special uses if they are felt to be inappropriate to the park setting.