

# Lakewood Historical Society

## NICHOLSON HOUSE RENTAL POLICY

The Nicholson House is a municipal facility owned by the City of Lakewood and operated by the Lakewood Historical Society (LHS). It is available to individuals and groups without regard to race, color, religion, sex, national origin, handicap, ancestry, or age. It is the policy of the city and LHS to strictly comply with all laws and regulations prohibiting unlawful discrimination.

### **HOURS**

Sunday through Thursday: 9 a.m. – 11 p.m.  
 Friday and Saturday: 9 a.m. – midnight

### **BOOKING**

All scheduling is arranged with the LHS Rental Manager at 216-221-7343, on a space-available basis events may be scheduled up to one year in advance. All requests are subject to the review and approval of the Board of Trustees.

Wedding rehearsals are available at no charge throughout the week (subject to availability).

### **SECURITY DEPOSIT/RENTAL FEES**

Required at the time of the booking:

- 1) Signed rental agreement
- 2) Refundable security deposit of one-half the rental fee
- 3) Minimum of 3 hours required

Rental fee is due and payable twenty-one days prior to the scheduled event. Your security deposit is refunded within the second week of the month following the rental date unless there has been more than usual and customary damage to the Nicholson House. Security deposits are not returned if cancellation is made less than 30 days prior to the scheduled event.

### **Hourly Rental Rates**

Schedule	Guests	Rate
<b>Sunday through Thursday</b>		
First Floor (four parlors) and yard	72 seated at round tables 125 loose seating/standing	\$85/hr
<b>Friday and Saturday</b>		
First Floor (four parlors) and yard	72 seated at round tables 125 loose seating/standing	\$100/hr

- Non-Profits please call for special rates.

- Use of kitchen is included with all fees, no stove included in kitchen.
- Rental fee includes use of tables and chairs for indoor and porch areas only
- Rental confirmation is made upon receipt of security deposit and signed contract
- The Nicholson House does not have tents available for rent, tents can be obtained through third party companies. If you are renting a TENT, there is an additional charge of \$50 for yard care
- The rental fee is payable IN FULL three weeks prior to the event
- The rental fee is independent of the security deposit so please do not deduct it from the deposit.
- The Nicholson House is a nonsmoking facility
- Maximum number of guests limited to 125 persons per city code

## **SECURITY**

A House Manager will be on duty throughout the event. In addition, one adult chaperone is required for every ten minors. College groups must be chaperoned by four faculty/parent adults.

## **LIABILITY**

Renter is liable for, but not limited to, all damages, expenses, and losses including theft, property loss, and long-distance telephone charges caused or incurred by any person attending, participating, or providing goods or services in connection with the Renter's use or the premises.

Nicholson House contains valuable historic artifacts that are irreplaceable. Renter is responsible for the professional cleaning or restoration when condition of artifacts or house is not considered usual or customary by the Board of Trustees. Renter's responsibility includes the yard and landscaping, and is not limited to the amount of the security deposit.

Failure of caterers, patrons, or guests to vacate the premises as specified will result in automatic "overtime" billing to the Renter. Overtime charges are assessed at the hourly contracted rate. The minimum overtime charge is 30 minutes.

The Renter agrees to use the premises and facilities in a careful, safe and proper manner and to hold the city of Lakewood and LHS harmless from any and all claims for malady or injury to persons or damage to property arising out of such company.

LHS and the City of Lakewood are not responsible for lost or stolen items.

## **FURNITURE/EQUIPMENT**

Moving furniture and/or equipment is strictly prohibited. The LHS staff will set up and take down for your event as arranged at the time of booking. **No materials may be attached to walls, fixtures or furnishings.** Pictures and mirrors may not be moved. Fireplaces are decorative and are not operable. All provided tables and chairs are for indoor use and may not be used beyond top level of the porch.

All delivery and pick-up arrangements of any rented lawn and catering equipment must be cleared through the Rental Manager. Responsibility for all deliveries of any kind remains with the renter.

## **CATERING**

Caterers should possess a current valid Food Service Operator License and must be approved by the LHS. Caterers are responsible for providing all necessary serving materials and tableware.

Only last minute preparation is permitted in the Nicholson House's residential kitchen.

Caterer/renter is responsible for proper bagging of all trash and disposal in outdoor receptacles.

All appliances, countertops, and floors must be cleaned. Caterer may not leave the premises until the House Manager has inspected all areas used by the caterer.

Caterer set-up will be done at the start of your paid time.

## **ALCOHOL**

Alcoholic beverages may be served at functions. Renter may provide all food and refreshments without charge or the guests may provide their own.

Alcohol may be sold at the Nicholson House, in accordance with state law. Permits may be obtained through the Department of Liquor Control and must be on file at least 48 hours in advance of the scheduled event. A permit must be obtained for any event at which alcoholic beverages, beer or wine are sold; or for which tickets are sold and/or donations or contributions are accepted. This includes events such as fundraisers, dances, raffles, and reverse raffles. Weddings, birthdays, anniversaries, and other similar celebrations at which a host provides beverages for guests or guests bring their own beverages ordinarily do not require a liquor permit. If in doubt, contact the Department of Liquor Control to determine whether the event requires a permit.

Violation of these regulations may constitute a crime and will result in expulsion from the premises. There will be no refunds for events canceled for failure to obtain required permits on time.

The Lakewood Historical Society and the City of Lakewood are not liable for any alcohol related claims. We highly recommend that if alcohol is being served in any manner that the renter consult their insurance company to obtain a one day rider. We ask that the Lakewood Historical Society be listed as an "also named" party on such a rider. If a caterer is being used they will generally carry insurance coverage of this nature, be sure to speak with them before consulting your insurance agent.

State law provides that no person under 21 years of age is permitted to handle or consume any alcoholic beverage.

## **GAMBLING**

Pursuant to Ohio Revised Code Section 2915.02 and Lakewood Codified Ordinances Section 517.02, games of chance are not permitted at the Nicholson House. Events which include schemes of chance such as raffle, bingo, and reverse raffles are permitted if the sponsoring party is a charitable organization and has an Internal Revenue Exemption from taxation under subsection 501(a) and 501(c)(3).

Proof of a current IRS determination letter must be provided to the Nicholson House management 48 hours in advance of scheduled event.

## **PARKING**

Parking in the side lot is reserved for the House Manager, caterer, and two renter/host vehicles. The driveway may be used for drop off only. General parking is available on surrounding streets. Do not use commercial lots in the area, unless directed by the House Manager. The Nicholson House can usually make arrangements for parking at area commercial lots.

**\*\*UNDER NO CIRCUMSTANCES CAN THE ENTRANCE OR EXIT TO THE NICHOLSON HOUSE PARKING LOT OR THE RAMP TO THE NEIGHBOR'S GARAGE BE BLOCKED. BE SURE CATERER IS AWARE OF THIS RULE.** Please exit via alley at rear of parking lot.

## **MISCELLANEOUS**

Music is permitted and single musicians or small ensembles are encouraged. Amplified or electrified music is not permitted in the yard or patio areas. All music must stop by 11:00 p.m.

Any candles used must be dripless. Open candles are not permitted.

No popcorn, rice, glitter, bird seed, or holly greens with berries are permitted in the Nicholson House or on the grounds. For celebratory or decorative purposes we recommend bubbles (outdoors only).

All decorations must be removed at the end of your function

No smoking is permitted inside the Nicholson House. **Smoking is permitted in the yard and patio areas. The Renter must provide ashtrays.**

## **FOR YOUR INFORMATION**

Nicholson House  
13335 Detroit Avenue  
Lakewood, OH 44107

Lakewood Historical Society  
14710 Lake Avenue  
Lakewood, OH 44107

## **ATTENTION**

**Do NOT send payments or correspondence to the Nicholson House.  
All mail should be sent to office of the Lakewood Historical Society.**

Updated 4/1/2014