

STUART MANOR RESERVATION POLICY

- A refundable security deposit of \$150.00 is due at the time of making your reservation (see cancellation policy). The deposit is a separate fee and not applied towards rental fees. Failure to pay the deposit in the time specified could result in cancellation of the reservation. The deposit will be refunded within four to six weeks if the facility and surrounding grounds are left in proper condition and time limits are to be adhered to as well as no other Parks Rules and Regulations are broken.
- All rental fees are due in full at the time of making your reservation.
- Fee schedule: Rental time **must** include set-up and tear-down
 - \$140 for the first 3-hours
 - \$30 for each additional hour
 - Maximum daily rental fee of \$260
- **CANCELLATION POLICY – The security deposit is non-refundable if reservation is canceled at any time for any reason. The rental fee will be returned if canceled before 1 month prior to your event otherwise any later cancelation will result in 100% forfeiture of the rental fee.**
- **Parking – No parking along service drive, Kingston Drive or at the Hayloft. Guests must use Celery Flats Interpretive Center parking lot. Failure to comply will result in parking tickets/loss of damage deposit.**
- Building capacity: 35
- Any audio/visual items, easels, etc. must be provided by the reserving party.
- Table seating is available for 15 - 35 people. Extra chairs and/or tables will be provided upon request. Chairs are stored in the stairwell.
- The facility offers heat and air conditioning.
- No pets are allowed inside.
- Rental is for the main level only. **No one is allowed upstairs.** The basement may be used only during times of severe weather warnings.
- Use the table pads (provided) on all tables for food or drinks. Do not set plates or cups on any bare furniture without protection. It is recommended that plastic-coated tablecloths be used over the tables.
- Do **NOT** move furniture. If your event requires a different arrangement, please contact the Parks Department to arrange a time for staff to move the furniture.
- Caterer's kitchen-stove, oven, microwave, and refrigerator are for storage, reheating and serving of pre-made food. Plan on bringing your own cups, plates, pans, silverware, table clothes and pot holders.
- Telephone - In the kitchen closet. For local and emergency use only. Non-Emergency contact number: 329-4556.
- **Cleaning Instructions:** Cleaning supplies are located in the storage closet and kitchen cabinet under the sink.
 - Pick up paper, trash, debris, drink bottles, etc.
 - Sweep all of the non-carpeted areas and Vacuum all carpeted areas
 - Clean all kitchen counters, stove, sink, and microwave if used
 - All tables must have plastic coverings when in use, which are located in the buffet in the main area- please clean up any spills
 - Do NOT drag tables or chairs

