

THE DUFF GREEN MANSION FACILITY RENTAL TERMS AND CONDITIONS

The Duff Green Mansion has available rental space for individuals and groups for events and workshops. Located in Vicksburg, MS this 1856 mansion offers the perfect venue for your wedding, party or group meeting.

RENTAL OF THE DUFF GREEN MANSION

Person signing the contract is responsible for all liabilities pertaining to rental damages during the event, setup and cleanup times. The renter (person signing rental agreement) must attend the event for which the facility is rented and must be physically present during the entire time the facility is rented.

The Renter is fully responsible and liable for all damages to the rented facility, its contents and the premises. Further, the Renter is fully responsible and liable for the cost of replacing any contents or furnishings which may be damaged or removed from the facility during the rental period, set-up and closing procedures.

A reservation is confirmed only when the contract is signed and a one thousand dollar deposit is paid. Until this deposit is paid management may rent the space to another client.

The one thousand dollar deposit will be returned to the Renter within five days of the building being inspected by management after the event and we have determined no cleaning fees or repair damages are due. If those charges are due they will be charged against the deposit with the balance being refunded to the Renter. In the event that additional damages are due the Renter will be fully responsible and all payments will be made within five days of assessment.

One half of all charges is due within 60 days of the event with the balance due within ten days of the event.

When advertising or inviting please refer to The Duff Green Mansion 1114 First East Street, Vicksburg, MS 39183.

CANCELLATION

The reservation must be cancelled in writing. Cancellation fee is a minimum of \$ 1,000 for cancellation at any time prior to event. Cancellation fee 60 days or less prior to event is 50% of full rental fee. Cancellation ten days or less prior to event is 100% of full rental fee.

VACATE

Rental agreements are for the time specified on the contract. It will be the responsibility of the Renter to vacate the premises at the end of the scheduled time. Additional hours needed must be discussed with management upon the signing of the contract. Reasonable set-up time will be provided prior to the event if there are no scheduling conflicts. If the Renter needs additional set-up prior to the event please see the rental schedl for cost thereon.

CATERING

All catering will be provided by Duff Green Mansion, LLC. Menus provided and outlined as a part of this contract.

BAR

The Duff Green Mansion does not have a liquor license. We will arrange for the liquor to be delivered to Duff and paid for by renter. Duff Green will arrange for a bartender for you at a rate of \$ 25 per hour. We will provide glasses, white paper napkins and set ups at a cost of \$ 3 per person. If a cash bar is part of your event, a temporary event liquor license must be obtained and a copy presented to management when the final event payment is made. This is MS law. The function can not begin without this documentation. Beer kegs are allowed. Glass bottles are not. If alcohol is served, one security guard per 100 guests is required. DGM will hire off duty policemen on your behalf. You will pay the security directly @ \$ 125 per guard.

The Renter is responsible for the acts and the actions of all persons who attend the event for which the facility is rented. Management has the authority to shut down any event when the behavior of guest/hosts is unacceptable or safety is a concern. In this event, refunds will not be made.

RESPONSIBILITIES OF RENTER

Smoking is allowed outside and on the porches only. Renters may not: a) drive nails or other objects into wall or any part of the property; b) paint or stain any part of property; c) post any material, including but not limited to scotch tape, by any means on walls; d) hang or suspend anything from ceiling or fixtures, e) use glitter, confetti or rice in the mansion as they can not be removed. The aforementioned activities are examples and do not constitute an inclusive listing. The renter is responsible for removing all possessions and material brought into the building by the end of the function or an approved time set by management. Anything left after this time becomes the property of Duff Green Mansion, LLC and may be disposed of at management discretion.

No open flame is allowed. Candles should be simulated battery operated. Sparklers must be used outside the home, away from the porches and/or steps.

INSURANCE

The Renter shall be solely liable for injuries to persons or property during the event. The Renter agrees to indemnify and hold management harmless for any claim against the Renter arising out of the Renters rental of the property. An event insurance policy is recommended but not required. If obtained Renter must furnish a copy to DGM.

SECURITY

Events beginning after 6pm and or anytime alcohol is served must include one security guard for each increment of 100 guests. DGM will contract off duty policeman for you. Charge is \$ 125 per guard, paid directly to security guard by you.

ROOM RENTALS

Events ending after 9:00 pm require rental of all Mansion Rooms. This includes:

Duff Green Suite 3rd floor sleeps 7 with one bath \$ 158

Pemberton 3rd floor king bed sleeps 2 with ensuite bath \$ 148

Siege 3rd floor queen bed sleeps 2 with adjoining bath \$ 99

Lucy's Cave in the Courtyard, king bed with sleeper sofa sleeps 4 \$ 158

Little Annie 1st floor twin beds, sleeps 2 \$ 88

Dixie 1st floor king bed sleeps 2 \$ 132

Camellia 1st floor king bed sleeps 2 \$ 132

Magnolia 1st floor queen bed plus single sleeps 3 \$ 132

Confederate 1st floor two double beds sleeps 4 \$ 132

With tax the total rate for room rentals is \$ 1,296.90 per night

The renter is fully responsible for the cost of rentals. As a courtesy DGM will charge guests staying in the room as they arrive. Any unpaid room rentals will be charged to renters card on file. No matter who pays for rooms, renter will provide DGM with room assignments ten days before the event. This can not be changed after that date.

VENUE RENTAL

Ladies Parlor, Victorian Game Room, Grand Hall This price is for events that do not require any furniture removal or set up	\$ 150 per hour
Gentlemen's Parlor, Dining Room This includes the dining room table and one other table with plain white Tablecloths	\$ 150 per hour
Entire First Floor for event that does not require additional furniture Placement or Removal up to 4 hour event Bar can be Placed on front porch.	\$ 1,200
Entire first floor with proper setup for a meal up to 4 hour event. Bar can be placed on front porch	\$ 2,000
Outside stand up event with no additional furniture placement	\$ 150 per hour
Swimming @ event with lifeguard additional	\$ 50 per hour
Outside seated dinner event with tables, vintage chairs, white table cloths All table settings up to 4 hour event	\$ 1,200
Full house inside and outside with up to 10 tables, vintage chairs and white Table cloths,	\$ 3,200

CATERING

Menu _____

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Per Person Price _____

Total # of Guests _____

Total Price \$ _____

Total guests to be confirmed within 10 days of events. Additional guests not confirmed will be billed separately after the event.

Serving Time _____

Details _____

Event Start Time: _____

Event End Time: _____

Furniture

Placement: _____

Event Director Name: _____ Cell # _____

This is the person DGM will take direction from including but not limited to day of event. This should be someone other than the bride or mother of the bride.

Additional items rented from

DGM _____

RENTAL TERMS AND CONDITIONS

Completed application and deposit should be delivered to Event Coordinator, The Duff Green Mansion, % 2170 I-20 Frontage Road S Suite 3, Vicksburg, MS 39180.

Name of Group or Event: _____
Date of Event: _____
Time of Event: _____ Set up start: _____ Clean up
end: _____

Renter Full

Name: _____

Address: _____

City _____ State _____ Zip

Code _____

Telephone _____

Email _____

Expected Attendance: _____

Facility Space Request: Gentlemen's Parlor & Dining Room _____

Ladies Parlor & Victorian Game Room _____

Outside Areas _____

_____ Guest Rooms

_____ Total Facility Fees

Catering _____

Security _____

Bar _____

Misc Rental Items _____

Total Fees Due _____

Schedule of Payments Due

\$ 1,000 Deposit _____

Refunded per agreement within 5 days after event

½ total 60 days before event _____

½ total 10 days before event _____

_____ Please charge my card for the deposit required to reserve the space. Please charge the same card on the dates listed above for the amounts due.

_____ Please charge my card for the full amount including the deposit now.

_____ A check is enclosed for the deposit of \$ 1,000. Checks will be tendered as due.

_____ A check is enclosed for the full amount including the deposit.

I fully understand that a dishonored check or denied credit card will cancel my event with no refund due. Returned check fee is \$ 40.00.

Card Type: _____ Card number: _____

Expiration Date: _____ Security Code: _____ Zip Code: _____

Signature of Renter:

The undersigned acknowledges and represents that he/she has read and understands all terms and conditions set forth in the "condition for rental". Further, he/she hereby agrees to comply with and to be legally bound by such terms and conditions.

Please print full name

_____ Date: _____

Renter Signature

_____ Date: _____

Authorized Management Signature for Duff Green Mansion, LLC

The Duff Green Mansion reserves the right to refuse to lease the facility for any purposes it deems to be detrimental to or not in the best interest of the Duff Green Mansion, LLC. It further reserves the right to rent the facility on any dates or any times it deems unsuitable for rental. The terms and conditions herein may be modified in writing by the Duff Green Mansion, LLC

and the Renter. Failure to comply with the terms and conditions of this contract will result in additional charges or refusal by DGM to allow the event.

How did you find out about us? _____