



Venue Policies and Procedures

The Beale Manor Special Events Venue is rented a variety of functions. Clients and their outside vendors understand that the historical property and its furnishings require rules and regulations that respect the antique nature of the building. There are several options for reserving our venue. You may book the entire space by the hour or an intimate one room special for a smaller event. Our convenient Bronze, Silver & Gold packages are designed to include everything your reception or wedding would need. Pricing page 6.

Description of what we have to offer:

The Entire Main Floor :

Maximum 135 people inside
Smaller Room option for smaller groups
Tables, Chairs, Linens, Napkins, Candle Centerpieces
Parquet detail wood dance floor
Six Ornate Fireplaces, stainglass & ornigal lighting fixtures
Ceremony Inside 55 guests. 85 max possible.
Parlor Room For Buffet Style Set up Meal
Hourly Rate or Packages Available
Sound System for your device

Outside Grounds Available:

Upper level or lower level outside space for ceremony
(130 chairs could fit either space)
Tent rental is option for outside events
White Arbor

Food Prep Area :

Space for caterer to set up food or client to prep food. Has refrigerator, freezer to store ice, microwave, coffee urns, counter space, sinks for use. & two ovens for heating food.
Available Sunday-Saturday 8:00 AM – 11:30 PM



Beale Manor

Time

The space may be reserved **BY THE HOUR** for whatever time you need. When reserving your time slot, please take into consideration the time needed for vendors set up (caterers, dj's and bartender), arranging the tables in the way you wish & any decorating. Most events need 1 hr set up PRIOR to event. If our calendar allows, you can set up time the day before or morning of an evening event. This can be arranged the week of your event . If during the event you choose to extend the time & the manager gives permission, the additional hourly rate will be collected during event. Music must be done by 11pm due to tenants in the building. You will have 30 minutes from the end time of the event to clean up and gather belongings FREE of charge.

You may also book a convenient **PACKAGE** everything needed for your Reception or Wedding.

After booking your date you may schedule 1 complimentary visit to the venue prior to event date. Any additional visits will result in fee. Please arrange for any family or vendors to visit at the same time.

Scheduling/Eligibility

Applicants must be 18 years of age or older to reserve an event. Scheduling is subject to availability.

To confirm a reservation of the Beale Manor, the client will pay a **non-refundable** deposit of \$200.00 when returning a copy of this completed & signed reservation contract. Checks should be payable to Octorara Trails LLC (Beale Manor's Corp name) Upon approval by the manager, the client will receive a signed copy of the contract. Balance of rental should be received no later than 14 days prior to event to confirm and reserve the venue.

If all clean up procedures were followed and there was no damage, \$200 deposit will be returned client within 1 week of event.

Cancellations

In the event of an emergency or weather closing, the entire fee will applied toward the rescheduled date/time. The main contact listed on the request form will be notified by Beale Manor staff It is the responsibility of the renter to notify all attendees. Ground use for ceremonies is dependent on weather. Inclement weather may prevent the ceremony from taking place outdoors. The client in conjunction with the manager must decide no less than 3 hours prior to the ceremony if the ceremony will not be held outdoors due to weather. If the outdoor ceremony is cancelled due to weather the ceremony can be moved inside seating max 90 people.

In the event that an organization or individual cancels a reservation, the organizer will notify The Beale Manor.

The applicant's signature on the application indicates an agreement to comply with all Beale Manor policies, procedures, and guidelines.



Beale Manor

Occupancy

Clients must review room occupancy limits with the manager according to the county fire code and adhere to them. Unusually large events may require special arrangements with the facility manager. We can seat 163 for served sit down meals or 135 for buffet meals. We have tables & chairs for 135 guests with one of the rooms used for food buffet. If you choose to have 163 for sit down meal extra chairs can be rented. We have @50 parking spots available, plus over flow area. During Winter months parking is limited and we ask if your guest list is 70 people or please encourage your guests to carpool.

Publicity/Directions/General Use

Publicity for a meeting must clearly identify the sponsoring group or individual. Publicity cannot state or imply that the Beale Manor is a sponsor or co-sponsor of an event without its express permission. The Beale Manors main phone number and website may be listed as a source for directions and general information about the facility.

If the event is open to the public and qualifies as a community event, The Beale Manor will consider promoting it on their website and e-blast. To submit an event for consideration, email all event details to bealemanor@gmail.com.

Persons attending the event are subject to Beale Manor rules and regulations. Failure to comply could result in removal from the property and refusal of future access.

Organizations and individuals using Beale Manor space do so at their own risk. The organizer is responsible for the use of the space and for the actions of their guests.

Children under the age of 12 may not be left unattended at any time.

Organizations and individuals using Beale Manor space must observe public accommodation provisions of the Pennsylvania Human Relations Act under which it is "unlawful to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, handicap, disability, use of guide or support animals due to blindness, deafness, or physical handicap or because the user is a handler or trainer of guide or support animals."

Food Prep Area

Caterer of your choice is welcome. The individuals may use refrigerator, microwave, freezer to store ice, counter space, 2 (40 cup) coffee urns and sinks. Two ovens that can be used to heat up food. Cleanup is required at the end of event time.

Outside Vendors

All 3rd party activities and/or entertainment must provide proof of insurance and be submitted to Beale Manor for approval. Checks may not be left at Beale Manor to pay outside vendors associated with the function. The client accepts responsibility for the activities and actions of any outside vendors. Deliveries can only be made to the facility prior to event with permission of manager. We are not responsible for storage of flowers, fountains, cakes, etc. Users are financially liable for damage to the facilities. At Beale Manors discretion, we reserve the right to reject any vendor with whom we have had a previous negative experience.



Beale Manor

DJ Due to the sensitive nature of the decorative plaster, subwoofers and/or high levels of bass are NOT permitted. They are not necessary. There will be no aggressive dancing styles nor the music that is associated with such dancing, including, but not limited to the genres of hardcore punk, hardcore techno or hardcore rap. The manager on duty has final say over the volume of the music. No outdoor amplified music and or public address systems are permitted after 9:30 PM. DJ/Band must complete music playing by 11 PM.

Caterers: You choose your caterer or bring your own food.

Caterers must submit a copy of their current county eating & drinking establishment license or equivalent and certificate of insurance showing coverage for liability (property or bodily injury) prior to event. If they are new to venue, they must visit prior to event.

Alcohol Options:

- 1) BYOB: Clients may ask guests to bring their own beverage (BYOB). Liability falls on the individual host and the host will not hold Beale Manor responsible. If you choose BYOB, guests must bring their own alcohol and it must remain at their table during the event. **A community table with alcohol is PROHIBITED. Guests bring their own drink & drink their own drink.** We always advise clients to hire a bartender.
- 2) Client Provides Alcohol for guests: Client must supply liquor and transport it to the venue. Alcoholic beverages may be provided by the client, **but MAY ONLY be served by trained licensed bartenders** from Beale Manor's options; Bart Heagy 484-614-5050 or Dan Evans 610-304-0093 who will work for \$125-\$150 an event. The services of alcoholic beverages are prohibited to minors and to visibly intoxicated individuals. Bars must be attended at all times and must close 30 minutes prior to the end of the rental period. Kegs must be placed in a plastic bucket or case dolly to protect flooring.
- 3) Cash Bar: The Bartender may not exchange alcohol for money. This option is good if you are holding a fundraiser, business meeting or community event and wish to have a cash bar. **Drink tickets can be sold prior to entrance (or at the door) of event and guest may redeem their ticket with bartender for a drink at any time.** This helps organizations or individuals to recoup some upfront cost on the alcohol. Most people choose beer and wine.

Any breach of this agreement will be grounds for event cancellation and loss of security deposit.

Restrictions

The following are strictly prohibited : smoking (except in designated outdoor areas), any candle not enclosed in glass (like tapers), no animals unless approved by staff, no bird seed, paper lanterns, rice, confetti or glitter. No items may be taped, tacked, or nailed to the doors, windows, walls, or floors. Fog machines, pyrotechnics, displays or props involving water, and other special effect equipment with potential for fire or water damage are prohibited in all indoor spaces.

Rentals are not transferable to another individual or organization. The management of the Beale Manor reserves the right to accept or reject any event application which is felt inappropriate to the property.

Internet/Sound System Wireless Internet is available. The Beale Manor has a CD player with restaurant style speakers. Client may bring CD's or an I-Pod to plug into sound system for background music.



Beale Manor

Furniture Arrangement/Equipment

Attached is our standard seating chart. You are welcome to move, add or take down tables when you arrive. For an additional fee, Beale Manor staff will provide set up of tables and chairs according to counts provided by the event organizer. Otherwise, tables and chairs will be provided in the standard seating chart, (set up for 80 guests), when you arrive and need to be returned back when you leave. Ask for assistance and other options for seating. Ask about linens & centerpieces that can be rented.

Clean Up/Trash Removal

Organizations and individuals are responsible to dispose of their own trash in dumpsters located outside of Food Prep Area. Trash cans are to be left completely empty upon leaving. There is a \$60.00 service-cleaning fee to every rental.

Individual is responsible or ask caterer to clean food prep area and return all borrowed items to their proper place.

All wood floors should be swept and bar station wiped up.

Damages

The organization or individual reserving the space assumes all responsibility for damage to Beale Manor property and for leaving the premises in the same condition in which it was found. Damage to the facility or equipment will be billed directly to the organization or individual responsible for the room as indicated by the application signature. Any damage is to be reported immediately to a Beale Manor staff member. If there is any damage, breakage, theft, breach of communicated time limit or excessive clean up, the amount to cover such occurrence will be retained by management from this security deposit. If the cost exceeds \$200 security deposit, the client will be billed for the balance.

Disclaimers

The Beale Manor is not responsible for damage to or theft of equipment used or left, including damage to software by computer viruses. The Beale Manor will notify the organizer of any equipment left behind and will allow 15 days for its retrieval. At that time, the items will be disposed of at the discretion of Beale Manor.

The Beale Manor reserves the right to revoke permission granted to organizations and individuals for use of space due to previous event rental and breach of contract.

Organizations which do not fulfill their obligations as enumerated in this policy may be denied future use. A list of these organizations will be maintained and referenced periodically or as deemed necessary.

The Beale Manor, their employees and the Board of Directors shall not be liable to any group, organization, or person attending a meeting. Any group, organization and person, jointly and severally, hereby agrees to, and shall indemnify and hold harmless the Beale Manor, their employees and the Board of Directors from any and all claims, suits, damages, losses or injuries which they may sustain, or are alleged to have sustained, while using the meeting room, including, but not limited to, use of a meeting room, kitchen facilities, rest room facilities and means of egress and ingress to the facility and the meeting room.



Beale Manor

Venue Pricing & Packages

There are several options for your next event. Rent the entire space by the hour or book the intimate one room special for a smaller event. Our Bronze, Silver & Gold packages are designed to include everything your receptions or wedding would need in a venue.

Pricing available for rentals are as follows:

Intimate One Room Special :

Intimate One Room Special \$325

Maximum 50 guests, tables & chairs included

Your choice of one room; Fireside, Parlor or Meadowview Room

4 hour total time (example 1pm-5pm, 11am-3pm)

I-pod music hook up

Use of Kitchen Prep Area

Available Sunday -Thursday, NO HOLIDAYS 8am-8pm

Hourly Rental :

Hourly Rate \$130 entire space

Maximum 135 guests, tables & chairs included

Parlor Room for Buffet Style Meal

Book hourly rate for any time you need

I-pod music hook up

Use of Kitchen Prep Area

Available Any Day of Week 8am-11:30pm

Additional items for rent :

Cloth Table Linens & Napkins (see page 8 from staff)

Candle centerpieces

Use of outside grounds

Beale Manor Staff to set up your seating chart

Wedding Coordinator

Bartender

Fees are charged with a non-profit users. The Beale Manor reserves the right waive fees at their discretion, with approval by an authorized person.



Beale Manor

Reception & Wedding Packages

Available to make venue rental easy & stress free. Choose your favorite caterer and your all set.

Bronze	Silver	Gold
Maximum 135 guests indoor	Maximum 135 guests indoor	Maximum 135 guests indoor
Two indoor Ceremony options for up to 55 or 85 guests	Two indoor Ceremony options for up to 55 or 85 guests	Two indoor Ceremony options for up to 55 or 85 guests
Optional Bartender Service	Optional Bartender Service	Optional Bartender Service
12 glass centerpieces	12 glass centerpieces	12 glass centerpieces
Linens & Napkins (black, white or color color)	Linens & Napkins (black, white or color color)	Linens & Napkins (black, white or color color)
Beale Manor Staff Set up Tables & Chairs at clients request	Beale Manor Staff Set up Tables & Chairs at clients request	Beale Manor Staff Set up Tables & Chairs at clients request
Six Hour Event Time (ex 5-11)	Entire Day 9am-11pm	Entire Day 9am-11pm
	1.5 hour rehearsal Thursday before	1.5 hour rehearsal Thursday before
	Optional Metal Gate for decorating	Optional Metal Gate for decorating
	Private Bridal Area for Dressing	Private Bridal Area for Dressing
	Use of Grounds, upper or lower lot.	Use of Grounds, upper or lower lot.
		Use of white metal folding chairs for ceremony
		Use of white 30 x 40 tent on upper or lower lot
		Bridal Coordinator available during rehearsal, ceremony & reception
Bronze \$1,200	Silver \$ 2,200	Gold \$ 3,000

There are other options for tent, chair or linen rental. Ask for details. If packages do not meet your needs, hourly rate and itemized options are available.