

# **The Carriage House Restaurant at Rosemount**

## **Guidelines and Policies**

Thank you for your interest in the Carriage House Restaurant at Rosemount for your event. You will find that the ambiance and richness of this facility will make memories of your event that will be talked about for decades. As is with old, precious things there are guidelines and policies that need to be followed. In most cases, common sense and respect will be all that is required to keep your guests safe and will help conserve the house known as Colorado's Crown Jewel.

### **Rosemount Museum and grounds**

Groups of 75 people or more, depending on the circumstances may be required to visit with the museum director to determine if special services are required and advise of liability issues.

Special usage of the grounds for your event may be requested. The Museum reserves the right to grant or deny such requests. Reasonable charges may apply.

Museum tours may be pre-arranged for your group and are subject to time and availability. Tours **MUST** be scheduled with the Museum directly. (Exceptions are Tea and Tour)

No automobiles, carts, carriages or horses shall enter the property without written permission from the director.

Large events may be held on the property, however such events must be scheduled in advance and require a signed contract. A detailed plan of the property usage is required.

Children must be supervised at all time while on the Rosemount Property.

The Veranda on the East side of the Mansion is secured and permission to use it must be obtained in advance.

### **Carriage House and Facilities**

All payments are due in full upon receipt of goods no exceptions. Non-profit Groups shall pay in cash or approved check only.

Client shall not use candles or open flame of any kind including pyrotechnics.

Facilities shall be kept orderly during events leaving all entrances and exits open and free of clutter.

No person shall place anything on or against the piano. No person shall play the piano unless qualified and only obtaining appropriate permission.

Client shall have access to the Carriage House no sooner than 30 minutes before scheduled events. Additional time shall be granted with additional charges and requires pre-arranged scheduling.

An overtime charge of \$300.00 per hour shall be charged to the client when the pre-arranged time for leaving has gone past 20 minutes. (Often others are scheduled in the room and timing is of the essence)

No staples, tape or tacks shall be used for any reason without exception.

The facility shall be left as found unless preauthorized clean-up has been arranged by staff. Note: a minimum of \$50 will be charged for additional clean-up (wrapping paper, etc)

Audio visual equipment shall be supplied by the Carriage House unless there is a failure. Any DVD's must be provided at least 48 hours in advance, when doing power point client must provide a lap-top and hot-swap into our equipment. A reasonable charge applies.