



The Alexander Blue House at Greenmead Historical Park Rental Policies



The following policies are designed to maintain both the historic ambiance and the safety of everyone in our facility. Please read and respectfully adhere to these rules.

Rental Requests and Cancelations

All rental requests must be submitted a minimum of three weeks prior to an event. Payment in full for the rental is required to secure an event date. Cancelations must be made by a written request at **least two weeks** in advance of the event.

Building Capacity

A **99-person maximum** is permitted in the Alexander Blue House.

Parking

- Parking is available to the east of the front entrance in Parking Lot A and Parking Lot B.
- Only two catering vehicles are permitted to park in the rear parking lot. All additional vehicles must be parked in Parking Lot A or B.
- Handicap drop-off and pick-up is on the east side of the building, with the entrance on the north side.

Kitchen

- Cooking is not permitted in the kitchen by the renter or their caterer.
- All food must be prepared off-site and brought in ready to be served, including appetizer trays.
- Only gel Sterno cans are permitted for warming food.
- All heating elements must be pre-approved by Greenmead staff.
- Renters/Caterers must leave the kitchen clean after the event.
- All trash must be removed from the building at the conclusion of the rental.
- Use of the stovetop is not permitted.
- Use of the dishwasher is not permitted.
- Renters/caterers may use the garbage disposal and three compartment sink but must remove any food debris before leaving.

Alcohol

KEGS ARE NOT PERMITTED INSIDE THE BAR ROOM OR DINING ROOM.

Renter agrees to abide by all applicable liquor laws, including obtaining their own alcohol permit from the Livonia Police Department. Caterer will refuse bar service to any guests that appear intoxicated, to anyone without proper identification showing proof of age being 21+, who is behaving in an abusive manner, or adults contributing to the delinquency of a minor. The renter also agrees to actively assist the catering company management in preventing any alcoholic beverages from being served to any person who is visibly intoxicated or who is not of legal drinking age. The bar will close one hour prior to the end of the event.

Garbage

Renter must dispose of all garbage in the large dumpster behind the Alexander Blue House at the end of the event.

Smoking

Smoking is permitted only in designated areas at the roadway.

Decorations

The Alexander Blue House is unable to store flowers, decorations, alcohol, etc. All such items must be brought in the day of the event and removed from the premises at the end of the contract time. Any items left over become the property of Greenmead Historical Park. GHP will not assume any responsibility for the damage to or the loss of articles left after an event.

- The throwing of rice, birdseed, rose petals, or confetti anywhere on the premises is prohibited. The use of confetti, either loose or in balloons, is also prohibited.
- The use of special-effects equipment or speakers on stands is prohibited. All speakers must be placed on the floor.
- Sparklers, tiki torches, paper bag candle lanterns, fireworks, portable fire pits, etc. are prohibited.
- All candle flames must be surrounded by glass and pre-approved by a Greenmead staff member.
- Decorations may not be affixed to any facility surface. (No tape, nails, staples, pushpins, command strips, etc.) Any signage for indoor or outdoor placement must be approved by an GHP staff member to preserve the ambience of this historic landmark.
- Building furniture may **not** be used outside.
- Set-up and clean-up to be done during your paid rental period.

Vendor/Entertainment Deliveries

All vendor deliveries for your event must occur during your contracted rental time. Any deviation from this policy must be coordinated with the office staff prior to the event. Office staff will not sign off on any deliveries made to the facility when the renter is not on the premise.

- Tents must be removed by 9 a.m. the day following the rental.
- **GROUNDS MUST BE CLEAN OF ALL LITTER FROM EVENT.**

Special Considerations

Any special considerations (tents, inflatables, attractions, etc.) may require additional permits, proof of insurance, and/or applicable fees. Any considerations must be discussed with Greenmead staff. All forms and proofs of insurance must be completed and turned in to their respective departments at least three weeks prior to your rental date.

Outdoor Music

All outdoor music may be played no louder than 55 decibels, in accordance with City of Livonia ordinance 8.32.080.

Fees

- Failure to vacate the premises by the end of contracted time will result in additional charges.

I have read and agree to follow all of the above policies.

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