



The Friends Meeting 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 & Cancellations

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. Cancellations must be made by a written request at least two weeks in advance of the event.

Building Capacity

A **40-person maximum** are permitted in the Friends Meeting House.

Parking

- Parking is available on the north side of the road, with vehicles parking partially on the grass.

Kitchen

- All food must be prepared off-site and brought in ready to be served, including appetizer trays.
- Only one heating element may be used in the building at a time.
- All food heating elements must be pre-approved by our staff prior to use.
- Bagged ice can only be stored in the chest freezer. It is not permitted in the stand-up refrigerator.
- Only gel Sterno cans are permitted for warming food.
- Renters/Caterers must leave the kitchen clean after the event.
- All trash must be removed from the building at the conclusion of the rental.

Alcohol

KEGS ARE NOT PERMITTED INSIDE THE BUILDING. Renter agrees to abide by all applicable liquor laws, including obtaining their own liquor license 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.

Greenmead Historical Park • 20501 Newburgh Road • Livonia, MI • (248) 477-7375

Decorations

The Friends Meeting 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 your contracted 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 use of flame candles and confetti as a table decoration is prohibited.
- Decorations may not be hung from light fixtures.
- No special-effects equipment is allowed.
- Sparklers, tiki torches, paper bag candle lanterns, fireworks, portable fire pits, etc. are prohibited.
- 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 arrive during your contracted rental time. Any deviation from this policy must be coordinated with the office staff prior to the event.

GROUNDS MUST BE CLEAN OF ALL LITTER FROM EVENT.

Special Considerations

Tents larger than 10x10 are not permitted. Any other special considerations (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.

Smoking

Smoking is permitted only in designated areas at the roadway.

Fees

- Failure to vacate the premises by the end of contracted time will result in additional charges.
- Rental host must check out with building supervisor at the end of their event.

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

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