



Sedgeley Club Rules & Guidelines

FOR RENTAL CLIENTS

Welcome! We are delighted you have chosen to have your special event at this historic place. To preserve this much-celebrated architectural treasure, great care must be taken when using this space.

The following list of rules and guidelines related to the use of the Club has been endorsed by the Sedgeley Club Board of Governors to help maintain our special facility and to keep our clients safe.

1. The **Rental client** is responsible for providing all of their event vendors with a copy of these **Rules and Guidelines**.
2. **Only the Rental Client**, bridal party, immediate family and vendors are permitted to arrive at the Club in advance of the contracted event start time, as indicated in the rental agreement/catering contract.
3. Client must **confirm their arrival time one week in advance** of the event. Personal items such as baskets, escort cards, favors, etc. may be **dropped off ahead of time by special appointment**. This should be scheduled in advance to prevent surcharges.
4. All **personal decor**, floral or other items belonging to the rental client or their vendors must be removed from the building within an hour after the end of the event time. Nothing is to be affixed to wall or windows of the club. Neither Sedgeley Club, nor the caterer, is responsible for items left at the club.
5. Additional **charges of \$45 per hour** will be assessed to rental client and client agrees to pay (or have deducted from security deposit) said amount should his/her caterer need to access to the Club more than 2 hours in advance of event time, or need more than one hour to vacate the premises after the official end time.
6. **Special showings of the club** (for the purpose of measuring, staging, etc. are only guaranteed if the requested in advance. These arrangements can only be honored if there is no conflicting event scheduled. Additional charges may apply for use of the club for these purposes.
7. **Clients, guests or vendors may not move or re-arrange furniture** (including lighting fixtures, tables, linens, chairs or decorative items without permission of Sedgeley Club staff. (example: wicker furniture may not be removed from the porch).

8. The first floor **MEMBERS' ROOM** (indicated on the floor plan) is not part of the rental space, and should not be used, except by special invitation.
9. **Smoking within 15 feet of the building is NOT PERMITTED** by order of the Fire Marshall, and is absolutely prohibited on the FRONT porch.
10. The only **ingress or egress permitted by the guests** is via the front door. **Vendors only** are permitted to use the side door (which articulates to the river- there is a life-buoy and rope stored next to the canoe under the porch at river edge.) No persons, other than service persons, are permitted in the basement.
11. **Children under the age of 12 are discouraged. They must be personally supervised**, and the club manager or steward maintains the authority to ask the parent/guardians of unsupervised children to vacate the club.
12. **Decorative accessories:** Electronic candles are suggested. **No live flame candles** are allowed for safety reasons. The fireplace is for decorative use **ONLY**; it looks great with electronic candles and/or greens, or a live plant!
13. **Sedgeley Club is part of Fairmount Park, and therefore is subject to the park rules. No alcoholic beverages may be carried outside of the building into the Park. Alcoholic beverages** shall be stored away 30 minutes prior to the scheduled ending time of the rental agreement. Permits are required for special outdoor use, such as a wedding ceremony or erecting a tent. Please refer to the park website.
14. With the exception of service animals, **NO pets or animals** of any kind are permitted at the club.
15. **Plumbing** – Care must be exercised by all guests. Only toilet tissue should be flushed in the toilets. All other items should be placed in the bags available.
16. When leaving the club, **please do not attempt to cross Kelly Drive by turning left. This is a moving violation.** You may safely turn right and go down to the first light at Sedgely Drive, then turn left, travelling through the park to Girard Ave. Turning left on Girard Avenue, you then have access to Route 76, both EAST & WEST.
17. **YOUR BEST RESOURCE** for additional information is our caterer!

Thank you and happy planning.