



Sedgeley Club Rules & Guidelines

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FOR RENTAL CLIENTS & THEIR VENDORS

Welcome! We are delighted you have chosen historical Sedgeley Club as a venue for your special event. To preserve this much-celebrated architectural treasure for the next generation, great care is necessary. Please read and share the following guidelines to help maintain this facility and help keep your guests safe. The **rental client** is responsible for providing all vendors with a copy of these **Rules and Guidelines**. (download a copy at *Rental/Catering: sedgeleyclub.org*)

1. **Sedgeley Club** at #15 Boathouse Row, is part of **Fairmount Park** and is listed in the **National Registry of Historic Places**. It is subject to Fairmount Park Commission rules. **Alcoholic beverages** may NOT be carried outside of the building into the Park. Rubbish from the use of the Club may NOT be placed in the Park facility cans but must be removed by the caterer. Permits are required for special outdoor use, such as a wedding ceremony or a tented activity.
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 agreement. The **rental client** is expected to **confirm their arrival time one week in advance** of the event with the club steward.
3. **Personal decor**, florals, or other items belonging to the rental client or their vendors must be removed from the building immediately after the specified rental period. Nothing is to be affixed to walls or the windows of the Club. Sedgeley Club cannot be responsible for personal items misplaced or forgotten after an event.
4. **Charges of \$50 per hour** may be assessed if the caterer requires access more than two hours in advance of the rental period or if the caterer requires excess time to vacate the premises. (see *Rental/Catering: sedgeleyclub.org*)
5. **Special showings or access to the Club**, for the purpose of measuring, staging, or decorating can only be guaranteed if the request is scheduled during the regular hours of the steward. Visits should be limited to an hour. Advance planning is a win/win!
6. **Clients, guests or vendors may not re-arrange furniture** (including lighting fixtures, tables, linens, chairs or decorative items) without permission of the Club’s House Committee. The wicker furniture may not be removed from the porch and dining tables are not to be set up on the porch. The steward will set up tables and chairs in the dining room in advance per communications with rental client. (for table planning, see *Rental/Catering: sedgeleyclub.org*)

7. **The Members' Room** is NOT part of the available rental space and may not be used except by special invitation. **Chairs should not be used as stepladders** and the arms of vintage chairs may not be used as seats. Nothing is to be placed on upholstered furniture. (see *Floor Plan*: sedgeleyclub.org)
8. **Smoking is NOT** permitted by order of the City Fire Marshall. Smoking is strictly prohibited on the front porch. Smoking IS permitted 15 away feet from the building.
9. **Safety:** The only **ingress or egress permitted by guests** is via the FRONT door. **Vendors** 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. It is suggested that alcoholic beverages be stored away 30 minutes prior to the scheduled ending time of the event. **No persons, other than service persons, are permitted in the basement.**
10. **Concern for safety of children: Due to the proximity to the river and Kelly Drive, children under the age of 12 are discouraged.** The Club steward is vested with the authority to ask the parent/guardians of unsupervised children to vacate the premises.
11. **Decorative accessories/electronic equipment:** Votives and hexagonal centerpiece mirrors may be borrowed from the Club steward. Taper sticks or other lighted candles are NOT permitted. Electronic candles are favored. **The fireplace is not available for use.** There is a WIFI connection and a drop-down screen for projections. It is advised that all electronic equipment be tested for compatibility in advance of an event.
12. **No pets or animals** are permitted, with the exception of service animals.
13. **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. **For caterers:** Mop water should be deposited outside the building and **not** flushed or placed in any sink. Caterers should wipe out any food deposits in the sinks.
14. **Parking - coming & going** – There are 18 off-street parking spaces that can be reserved by advance application to the City of Philadelphia. A \$25 application fee and at least 2 weeks' notice is required. (find application: *Rental/Catering*: sedgeleyclub.org) Upon leaving the Club, **please do not cross Kelly Drive to go north. A left turn is a moving violation.** Please turn right and go down to the first light at *Sedgely Drive* and turn left. Then travel uphill through the Park, to Girard Avenue and turn left. Continue on Girard Avenue to access the Schuylkill Expressway, a/k/a Route 76. Be safe!

Thank you from Sedgely Club Board of Governors

