 Fendall Hall Home Museum
917 West Barbour Street, Eufaula, Alabama 36027

Event Rules and Guidelines

Fendall Hall
est. 1860

We invite you and your guests to enjoy Fendall Hall for all your event needs. The following contains everything you need to assist in your plans and enjoyment of our historic home.

Fendall Hall is one of the South’s finest examples of Italianate architecture. Located just outside of Eufaula’s Historic District, Fendall Hall Home Museum provides an elegant setting ideal for business meetings, parties, weddings and receptions.

Fendall Hall is an 1860’s Italianate home that was occupied by the Young family for five generations. The state of Alabama purchased the home in 1973. Currently, the Friends of Fendall Hall operates the home as a historic house museum. Rental events are held at the home to assist with operation and preservation cost. It is the desire of the staff at Fendall Hall that your event be fun and enjoyable. However, the protection and preservation of the home is our first priority. For these reasons, guidelines and rules are necessary for the use of the house for social events

Fendall Hall is beautifully decorated with period furnishing, some used by the original family during occupancy. A black and white marble tiles entry way, lined with hand-painted Victorian murals, leads into the beautifully appointed home. A large verandah provides an excellent place for outdoor entertaining, and the generous two acres of lawn and garden offer lush photo opportunities and space for children to play.

The Fendall Hall Executive Site Director and Special Events Manager will help guide you through the event planning process, providing insight to allow for the perfect setup of food service, seating, and flow of traffic to ensure a perfect event.

Please call or email for rental date availability and to schedule an appointment to visit.

**Capacity**

Fendall Hall can accommodate 60 people inside the house for a seated dinner, and 120 people for a seated dinner inside and on the porch

For standing receptions, Fendall Hall can accommodate 150 guests inside and on the porch. A tent must be rented if there are to be more than 150 guests in attendance. Please contact the Executive Director for tent inspection fees, required by the city.

**Rental Events**

The house offers a unique and elegant setting for small gatherings or group meetings.

* **Cocktail Reception**
Up to 75 persons can be accommodated for a stand-up event.
* **Meetings**
Up to 30 persons can be accommodated in one of our dining rooms.
* **Seated Dining**

Up to 60 persons can be comfortable seated in the two dining rooms and front parlor for indoor formal dining.

* **Wedding Ceremonies**
Fendall Hall offers several appropriate spaces for a wedding ceremony. The front entryway can accommodate 50 persons, seated. The front parlor accommodates 50 persons, seated. The verandah can accommodate seating for up to 100 people. The lawn can accommodate upwards of 200 guests, but a tent is required to protect from inclement weather.

Equipment and Facilities

Fendall Hall provides many amenities to make planning your event easier.

* **Place settings**
We have china and silverware for 80 place settings. For more than 80 guests, lessee will need to rent extra china.
* **Champagne Flutes**
We have 90 champagne flutes for toasting.
* **Tables**
We have 10 4ft. round tables, 2 3ft. tables, 4 6ft. tables, and 4 4ft. square tables that may be used for extra seating. Anything more will need to be rented.
* **Chairs**
We have 100 white resin fold out chairs that available to be used for a ceremony or for extra dining chairs. Anything more than 100 will need to be rented. See our vendor page for suggestions.
* **Linens**
We have linens in an assortment of colors and sizes, including white, ivory, gold, sage green, and others. Matching napkins are included.
* **Serving Pieces**
Fendall Hall provides an array of serving pieces in silver and crystal, along with serving towers and coffee or tea service.
* **Decorations**
Fendall Hall has a limited amount of decorative items. Please consult the Executive Director before including a piece in your decorating plans. We have LED candles that may be used instead of burning real candles.
* **Restrooms**
There is a public restroom on the first floor that is handicap accessible and a private restrooms upstairs that may be used while getting ready. For events over 75 guests, a porta-John must be rented.
* **Outdoor Lighting**
There is a chandelier on the front porch and a lamp in the yard that provides ample lighting for nighttime outdoor events. If the event is held in the side yard and extra lighting and electricity hookup is required, please contact the Executive Site Director for activation and usage fees.
* **Kitchen**The Renter and caterer have full access to our kitchen, which is equipped with a microwave, refrigerator, stove, and industrial dishwasher. The renter must provide ice. Our kitchen is for final preparation and plating of food only. Fendall Hall staff is not available to assist with food prep, serving, or cleanup. If a caterer is not used, there is a clean-up crew provided by Fendall Hall. The kitchen must be cleaned after the event.
* **Parking**
There are limited parking spaces at the back of the house reserved for the host or hostess, the caterer, and the Site Director. All other guests should park in the West yard to the immediate right of the driveway.

General Rules and Guidelines

**Event Setup and Cleanup**
Fendall Hall provides a setup crew to setup extra tables and chairs, place settings, and ceremony seating. Event decorating is allowed 2 hours before the event starts.
Event dismantle must take place immediately after the event and within one hour of curfew. The Renter is solely responsible for ensuring that the house is brought back to its condition prior to the event. All decorations or any rented items must be removed the day of your event unless previously discussed with the Executive Site Director.

**Security Deposit**
There is a $200 damage deposit. This will apply to damage to any property, interior or exterior. Provided that all policies and procedures are followed and there is no damage to Fendall Hall, the deposit will be returned no sooner than 10 days after the event. In the event that any damage occurs that exceeds the amount of the security deposit, the Renter will be responsible for all costs beyond the amount of the deposit.

**Walk Through**
It is mandatory that the lessee conduct a walk-through with the Executive Site Director at least 1 month prior to the event.

**Cancellation Policy**
In order to receive your full deposit, we must receive a notice of cancellation 30 days prior to the day of the event. Any cancellation made within two weeks before the event will forfeit the deposit. We must receive your cancellation via written letter or email.

**Trash**
All trash must be bagged, tied, and removed to the green trash receptacles located outside behind the kitchen.

**Event Security**
Security officers are required for an event of more than 150 guests. Security officers must be off-duty Eufaula Police officers or a local sheriff deputy. We can provide their contact information.

**Tents**

Tents are required for outdoor events of more than 100 guests. We must know at least a month in advance if a tent will be used. All tents must be inspected by the City of Eufaula. There are several areas that a tent may be set up: in the West side of the lawn, in the East side yard, or in the backyard, but not on the front lawn. Failure to comply will prohibit use of tent on Fendall Hall Property.

**Dancing**
Light dancing for small groups is allowed in the front parlor and on the front porch. For larger events, a dance floor must be rented.

**Alcohol**

Alcohol is permitted on the premises; however red wine may not be used inside unless during a seated event. A bartender is recommended but not required. Alcohol should be supervised at all times if underage children are attending.

**Curfew**
Fendall Hall has a 11pm curfew on all nights. The event must end by 10:00 to allow for proper cleanup.

**Music and Noise Ordinance**

All City noise ordinances must be adhered to. The lessee must acquire a noise permit from the City of Eufaula if music is to be played outside. You may contact the City Offices for more information. Please consider the venue when choosing a musician. DJs are allowed on the front porch and inside on carpeted areas, but music may not be too loud for risk of damaging the home. There are plugs along the front porch to allow for a variety of setup areas.

**Smoking**
Smoking is not allowed on the premises. Smoking must occur at the end of the driveway.

**Tours**

Tours will be given during the event if prearranged. The upstairs is off-limits to guests during events. A docent can be provided if tours will be given during the event. Please inform the Site Director promptly so arrangement can be made.

**Horseplay**

Absolutely no horseplay is allowed within the house or on the porch. The stairs are off limits unless escorted by the Site Director. Any personal injury incurred from horseplay is the responsibly of the parent or legal guardian. Children must be supervised at all times.

**Safety**

Renters are advised of the following challenes inherent to Antebellum homes and should take cautions for themselves and their guests:

* The marble tile entryway in Fendall Hall may contain uneven tiles. Please watch your step.
* The steps on the outside and the stairs within the house are steeper than modern stairs. Please watch your step and use handrails when available.
* There is no railing around the porch, and although it is a deep porch it is also higher off the ground, please be careful and keep distance from the edge.

**Candles**

No candles are allowed inside the house. LED candles are provided. Votive candles may be used outside.

**Caterers**
Caterers are not required, but if one is not used then the lessee is responsible for organizing setup of food items. We encourage the caterer to contact the Site Director at least a month prior to the event.

**Florists**

**F**loral arrangements should be as near complete as possible when brought to Fendall Hall. A protective tarp must be used if clippings are made after the arrangements are in place. All clipping must be removed. No nails, staples, glue, or adhesives may be used on the house or furniture. Flower arrangements may be brought in the morning of the event. We encourage the Florist to contact the Site Director one month prior to the event.

**Photographers**

Flash photography is allowed in limited amounts. It is best to take advantage of the natural lighting. If the photographer needs furniture or decorations moved, please have the Site Director do so. Folding tables and chairs are provided to place equipment when not in use. Please review photography plans with Site Director to ensure a smooth photo shoot.

**Please note, it is the responsibility of the lessee to make sure that the CATERER, FLORIST, MUSICIANS, AND PHOTOGRAPHERS, have received a copy of these guidelines before the day of the event. The lessee is responsible for any damages caused by their hired professionals.**

Additional Wedding Information & Guidelines

There are many areas in the house and on the grounds to accommodate wedding ceremonies of various sizes.

**Gift Table**Consider a visible but out of the way spot for the gift table if using one. The front parlor is a nice space for gifts, but there are other areas that are available.

**Toss Items**

Rice, fake flower petals, confetti, birdseed, spray cans or string confetti, etc. may not be sued inside or outside the home. Bubbles, real flower petals, sparklers, and balloons may be used outside.

**Wedding Cake**

There are a variety of attractive setting for the safe display of the wedding cake. It is recommended that the wedding cake is placed in the Drawing Room on the West side of the house. This makes a lovely and intimate space appropriate for cake cutting and beautiful picture with the Waterford crystal chandelier.

The wedding cake may be delivered the morning of the event. Depending on the size, there may be room to store the cake in the refrigerator, but please make arrangements to do so.

**Rehearsal**

Rehearsal for the wedding is provided in the 8-hour rental period. Rehearsals are for one hour. Please be sure that the involved party arrives 15 minutes before the announced start time of rehearsal to allow for adequate use of time. There will be a fee for rehearsals that exceed the one-hour time allotment. Rehearsal date and time but be confirmed upon finalizing the rental contract. Unconfirmed rehearsal times will be considered open dates on the museum calendar and may be rented to other clients.

Damage and Liability Release

The Renter agrees to indemnify and hold harmless the Friends of Fendall Hall, its agents, employees, officers, and directors against al expense, liabilities, claims of any kind by and on behalf of any person or entity arising out of any injury or damages, on or about the property of Fendall Hall, including any injuries occurring away from said property.

Personal items brought to the house are the sole responsibility of the renter. Fendall Hall is not responsible for damage to or loss of any articles during an event or for those personal articles left at the house prior to or following any event. Fendall Hall is not responsible for loss or damage to automobiles or their contents while parked on our grounds.

The Renter is solely responsible for ensuring that all its agents and guests follow all the Friends of Fendall Hall policies and guidelines as well as local, state, and federal laws. No one shall engage in unlawful activities while on the premises of Fendall Hall.

Rental Rates

*Effective 2017*

All rentals require a security deposit, which must be paid to Fendall Hall before an event is officially booked. The amount of the Security Deposit is not applied to the balance due for fees associated with rental of the site. The security deposit if refundable following the event provided there are no additional charges incurred or damages during the event, or additional time used. Rates are subject to change without notice.

Wedding Ceremony Only

Weddings at Fendall Hall are $300 for 2 hours and includes a 1 hour rehearsal.
Each additional hour is $50

Weddings can be held inside, on the veranda, or in one of the many greenspaces or gardens on the lawn.

Wedding and Reception\*

* Reception for 50 guests, either inside, on the porch, or on the lawn is $750 for 8 hours. This includes a 1 hour rehearsal. Each additional hour is $100
* Receptions up to 100 guests can be accommodated inside the house and on the porch. The rental fee is $100 for 8 hours, including a 1 hour rehearsal. Each additional hour is $100
* Receptions for over 100 guests must be held on the lawn and require a tent. The rental fee is $1500 for 8 hours and includes a 1 hour rehearsal. Each additional hour is $100

Special events\*

Includes stand-alone wedding receptions, birthday parties, and bridal or baby showers

Held Monday through Saturday.

$100 per hour

Meetings

Monday-Friday, from 10-4, limited to 30 people.

Light refreshments, not catered.

$50 per hour

Luncheons, Teas, Brunch

Monday-Saturday, limited to 60 seated indoors or on the verandah

Full meal served or catered

$75 per hour

Photography

$100 per hour, includes extra 30 minutes of setup and breakdown time.

Fendall hall rental contract

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do agree to uphold and follow the rentail guidelines for Fendall Hall. I have read the information and guidelines for the property. I fully understand these guidelines and my responsibility as lessee. I also agree to provide the guidelines to the appropriate personnel assisting at this event.

I understand that I am financially responsible for any damage that may occur to the property or its holdings during this event, including that which is over the damage deposit amount of $150.

The event is to be held on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month, day, year)

From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (no later than 10:00 pm)

Lessee name (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lessee signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full deposit is refundable if cancellation is received in writing one month before the day of the event. Please call the site manager to make sure your date is available before signing this rental contract.