

## *Elisha Morgan Mansion at Gilbert Farms Park*

*The Elisha Morgan-Gilbert brick farm "mansion," built c.1817, stands as a treasured historic landmark in the City of Fairfield. The Elisha Morgan Mansion is located in Gilbert Farms Park, 6181 Ross Road, Fairfield Ohio.*

### **Rental Rates**

Beautifully restored circa 1817 historic home, perfect for small parties, rehearsal dinners, or intimate wedding receptions. Includes use of lawn area directly adjacent to the mansion. Outdoor ceremonies in the Gazebo must secure Elisha Morgan Mansion. Client is responsible for any outdoor furniture rentals and/or set up.

Available Seating: **up to 42 on the first floor with additional seating for 24 on the second floor without dance floor. Seating for 42 total in the house when using one room as a small dance floor.**

Weekday, 4 hours ending no later than 10pm	\$550.00
Saturday & Sunday, 6 hours ending no later than Midnight	\$1,000.00
Additional One-Day Alcohol Waiver	\$100.00

### **Damage Guarantee**

Client must guarantee an additional \$500 Damage Fee, which is fully refundable, if the house is left clean and undamaged. The Damage Fee must be guaranteed by check or credit card 30 days before the event. The credit card must be the same as the one that is used to pay all other fees.

### **Alcohol Charge**

Clients wishing to serve their own alcohol will be charged an additional \$100, to obtain a One-Day Alcohol Waiver of the Parks Non-Alcohol Ordinance as signed by the Fairfield Parks and Recreation Director.

### **Catering**

Functions at the Elisha Morgan Mansion may be self-catered or catered using the Concessionaire/Caterer of choice. Kitchen amenities are limited to one microwave oven, small ice machine, and small refrigeration unit.

### **Rental Fees**

The Facility Rental Fee includes the following:

- One Facility Attendant on site during event.
- Use of area specified on the Facility Rental Contract, including outdoor Gazebo.
- Free parking up to 30 vehicles (parking may be limited if other Park events are scheduled).
- Set-up inside the house of all banquet (48-inch rounds) and buffet (7-foot) tables, and chairs.
- White square table linens (85x85) and table skirts. Napkins are not provided.

The client is responsible for set up and/or rental of all food, decorations, entertainment and party equipment not supplied by the City. For elaborate set-up needs, additional hours may be secured for an extension beyond the basic time limits. A historic building, the Elisha Morgan Mansion is not equipped with any audio-visual equipment. Fireplaces are non-functioning and will not be used under any circumstances. The house does not include handicapped accessibility to the second floor. Clients should be aware that current placement of any designated historical furniture, displays or décor is not subject to change.

### **Cancellation**

If the Client cancels the reservation more than 31 days before the event, the FCAC will refund any monies paid to date, less a \$50 processing fee. If the Client cancels the reservation less than 30 days prior to the event, the FCAC has the right to withhold the entire deposit.