

General Guidelines and Limitations for the use of
The Batcheller Mansion Inn
2010

The Batcheller Mansion Inn welcomes you and your guests to one of Saratoga Springs' loveliest and most unique historic homes. Because of its historic significance and beauty, the house requires special care and attention. We ask that you treat it with the proper respect so that we may continue to make it available for the community.

~ GENERAL GUIDELINES – (applicable to all rentals) ~

OVERVIEW

You hereby agree that you and your employees, agents, guests and invitees will comply with all of the Batcheller Mansion's guidelines and limitations and with all laws (including, but not limited to, occupancy limits, fire and building codes) applicable to your use of the Batcheller Mansion's facilities. You will comply with the directions of the Batcheller Mansion personnel overseeing the rental concerning the use of the Batcheller Mansion. All decisions on these matters by the Batcheller Mansion personnel are final.

REGISTERED GUESTS ONLY

We are staffed only to accommodate our registered overnight house guests. Any gatherings, events, functions, etc. that will involve any guests that are not registered to stay here, will incur additional fees and will require a separate contract/agreement. Only the Batcheller Mansion registered overnight guests are permitted on the premises unless other arrangements are made in advance.

CATERING

All food service must be catered by one of our approved caterers. The caterer is responsible for all food preparation, serving, dish-washing, clean up and for staffing all functions with waiters and bartenders. The catering services must cease by/at 10:00 pm and the caterer must be cleaned up and departed by 10:30 pm. With an entire mansion rental, this changes, please inquire.

WINE & LIQUOR

The Batcheller Mansion does not have a liquor license. If liquor is to be served, you must utilize a caterer who will be required to obtain liquor host and liability insurance covering the distribution of liquor and naming the Batcheller Mansion as an additional insured. Our preferred caterers are approved for such service. With an entire mansion rental, this changes, please inquire.

SMOKING

There is no smoking in any interior area of the building. Without exception, anyone caught smoking will be asked to leave the premises and you will be charged a \$250.00 fee per incident. Smoking is allowed only outside the building, with exterior doors/windows securely closed.

FURNISHINGS

In order to maintain the integrity of the historic pieces and elegant atmosphere of the Batcheller Mansion, we require that the decorative items, furnishings, etc. never be moved without the approval and assistance of Batcheller Mansion staff.

CHILDREN

Young adults, 16 years of age and older are welcome to come to the Batcheller Mansion. Due to the historic quality of the mansion; woodwork, antique furnishings, etc., under 16 years of age is permitted with permission only. Please inquire with innkeeper.

PETS

Pets are not allowed on premises at any time.

KITCHEN

The kitchen is NOT for guest use at any time. No cooking is permitted. Food service items (flatware, glassware, dishes, napkins, etc.), are NOT for use. If you would like use of these items, arrangements must be made in advance of check-in and additional housekeeping charges will apply. Food/drinks may not be stored in kitchen refrigerators or freezers. As per NYS Dept. of Health regulations, Only Batcheller Mansion staff and licensed caterers have access to the kitchen and to any food service items.

For any gathering that consists of only the registered overnight house guests; you may supply your own paper/disposable products and you are responsible for cleaning to standards and being sure that all trash makes it to the outdoor receptacle. If we must clean up after you, we will charge you accordingly.

SECURITY

We must be notified if you desire to use armed security guards or bodyguards in or on the Batcheller Mansion premises. If personal or outside security staff is brought into the Batcheller Mansion to work an event or rental they must be in contact with the innkeeper - well in advance of the event or rental. Outside security is subject to approval by the Batcheller Mansion and must provide Batcheller Mansion with a written list of all guards that will be present at least 1 week prior to the event or rental. Batcheller Mansion has final say in all security matters.

~ MANSION RENTAL ~

MANSION RESERVATION / PAYMENT

A deposit in the amount of one half of total rental fee, or one full day total minimum, along with a signed agreement, is required before a reservation will be accepted or guaranteed. The deposit is refundable up to 60 days prior to scheduled check-in minus a \$25 charge to any credit card refunded. The balance of all fees due must be paid in full, on or before 60 days prior to the scheduled date of arrival at which time all payments made become/are non-refundable.

- PLEASE NOTE -

We may extend to you the **courtesy** of having each of your guests make individual payments to the Batcheller Mansion. However, the responsible party who signs the rental agreement is ultimately responsible for all rates and fees in the event of a cancellation by his or her group members. All deposit and cancellation policies presented here apply.

REGISTERED GUESTS ONLY

We are staffed only to accommodate our registered overnight house guests. Any gatherings, events, functions, etc. that will involve any guests that are not registered to stay here, will incur additional fees and will require a separate contract/agreement. Only the Batcheller Mansion registered overnight guests are permitted on the premises unless other arrangements are made in advance.

GUEST ROOMS

Each guest room can accommodate two people maximum. Rollaway beds, cots, etc. are not available. Food or beverages for group consumption may not be served in any guest room. Only the Batcheller Mansion registered overnight guests are permitted on second and third guest room floors.

CHECK IN / OUT

Check-in time is 3:00 pm or later. If check-in will be later than 9:00 pm please phone us.

Overnight house guests must vacate their rooms by 11:00 am on the day of departure so that guest rooms can be prepared for arriving guests. Failure to vacate rooms on time will result in an additional charge of \$50 per hour, for any part of hour used, per room still occupied.

All room keys must be returned to the front desk at check out. A \$30 locksmith charge, per room, will apply for any lost/missing keys.

~ EVENTS RENTAL ~

EVENT RESTRICTIONS

No coming-of age parties are permitted.

No events open to the public are allowed.

EVENT RESERVATION / PAYMENT

A deposit in the amount of one half of total rental fee, or payment in full if under \$450.00, along with a signed agreement, is required before an event reservation will be accepted or guaranteed. The deposit is refundable up to 60 days prior to scheduled event minus a \$25 charge to any credit card refunded. The balance of all fees due must be paid in full, on or before 60 days prior to the scheduled date of event, at which time all payments made become/are non-refundable.

FEES / HOURS / OVERTIME

Rental fees are based on an hourly rental event. After your event, please assist in moving your guests out of the Mansion at the specified time. Unscheduled overtime, whether occurring before or after the scheduled event times,

will be charged (in ½ hour increments) for any portion of the hour used, including additional clean-up time. All evening events must conclude by 10:00 pm. After 10:00 pm only Batcheller Mansion registered overnight house guests are permitted on premises. Film Shoots: Fees are quoted on a case-by-case basis

INVITATIONS / PROMOTIONAL MATERIALS

Batcheller Mansion is not the sponsor of your event and our logo or image(s) may not be used without permission - for any reason. All invitations, press releases, and other promotional materials relating to the event; that refer to the facility of the Batcheller Mansion by use of our logo or image(s) are subject to our approval. A proof copy of such materials must be submitted for approval before final printing. Original sample copies of all printed materials, including invitations, program card, menu, etc. must be submitted prior to your event.

FRONT ENTRANCE USAGE

In the event that the front steps are used while the Batcheller Mansion is open to other registered guests (by special permission only), all use by the renting party must be conducted in a controlled and supervised manner. No cables or equipment may be placed in the direct path of the guests entering or leaving the building. It is the responsibility of the renting party to secure any area where work will be taking place on the Front Steps during open hours and to ensure the safety of all guests.

PLANNERS, VENDORS & CATERERS

The Batcheller Mansion has approval over all vendors (including planners and caterers). The Batcheller Mansion has a list of Recommended/Preferred Vendors that is available to you. Any caterers must be chosen from our list. For other services, you may choose to use a vendor not on that list. A list of vendors (including caterer) with contact person and telephone number must be given to the Batcheller Mansion for approval as per your contract. All vendor delivery and arrival schedules (including equipment, vendors, catering, rental, staff, etc.) must be submitted well in advance of the event and approved by the Batcheller Mansion. All deliveries must be made through our rear door.

EQUIPMENT

All equipment entering the building is subject to the Mansion's approval. All equipment must be removed immediately following the event. The Mansion does not provide ladders, extension cords or any other equipment.

MUSIC, ENTERTAINMENT, AND PERFORMING ARTS GROUPS

The selection of music, entertainment, or a performing group for your event; must be approved by the Batcheller Mansion, and we will determine any delivery, set up, and/or any rehearsal time. Only non-amplified live music is permitted inside the mansion. The mansion is also wired for use of our stereo/CD system.

LOAD-IN / SET-UP

The load-in and set-up times for your event; will be determined by the Batcheller Mansion. A day before load-in will incur charges to be determined by the innkeeper.

LOAD-OUT / BREAKDOWN

All equipment and rentals must be removed from the Batcheller Mansion premises and all spaces used by the rental party must be returned to their original state immediately following the event.

GIFTS / MATERIALS / SUPPLIES

The delivery time and available storage of any supplies or gifts/materials to be distributed to your guests; will be determined by the Batcheller Mansion. It is your responsibility to remove any remaining supplies or gifts/materials from the Mansion immediately following the event. The Batcheller Mansion shall have no responsibility to protect, and you shall bear all risk of loss as to, your supplies and materials.

PHOTOGRAPHY, PRESS, VIDEOGRAPHY

Photography, press, and videography are allowed within the rental spaces on the day of the event, subject to Batcheller Mansion approval. Full details and schedules of any commercial filming and photography must be submitted to the Batcheller Mansion in writing at least 2 weeks in advance of the event. If the Batcheller Mansion is mentioned in any way, you must work with appropriate Mansion personnel to ensure that the Mansion is appropriately represented and that all information (including spelling) is accurate. Fees may be incurred and they will be determined when all details of the shoot are reviewed. The rental client is responsible for the coordination of all photography, press or videography. Bridal photography, both inside and outside the building, is only allowed if the subjects have reserved the Mansion space and/or have reserved pre wedding usage.

~ BUILDING & FACILITIES LIMITATIONS ~

LOAD-IN / SETUP and LOAD-OUT / BREAKDOWN

You or your planner, are responsible for ensuring that there is someone on site at all times during load-in/setup and loadout/breakdown who is responsible for all activities and has full authority to make all necessary decisions. That person should not leave the building until load-out/breakdown is completed. In the event that you do not provide a responsible party; the Batcheller Mansion staff will provide this service and you will be charged, and agree to pay an additional \$100.00 fee. All spaces must be broom cleaned and the kitchen area must be mopped and surfaces wiped clean before your vendors and catering staff leave the building. All garbage must be properly bagged and carried to the outside trash receptacles.

ELECTRICAL

Any additional lighting brought in for an event; must be approved by the Batcheller Mansion. The lighting vendor must meet with the innkeeper at least 2 weeks prior to the day of the event to discuss electrical requirements. Any electrical appliances must be approved by the Batcheller Mansion and electrical requirements and any unusual requests for layout or power must be given in writing to the Batcheller Mansion at least 2 weeks prior to the day of the event

VENDORS / CATERING

All vendors and equipment must arrive and exit through the rear door.

SIGNAGE / PROMOTION / BANNERS

The Batcheller Mansion does not allow the promotion or advertising of any brand other than The Batcheller Mansion brand. No banners, signage or promotional materials may be placed on the front steps, façade, or sidewalk areas of the building. Any products, signage or promotion of a specific product or of the rental client, may take place solely within the restricted areas of the rented space and with the approval of the Batcheller Mansion.

DÉCOR / FLORAL DECORATIONS / LIGHTING / SET DESIGN

- Décor/lighting/set designs must not mar or affect the appearance of the Mansion structure and must be removed immediately following the event.
- No materials, lighting, adhesives or any physical structures should touch the walls, ceiling, light fixtures or any part of the façade or interior of the building – for any reason, at any time.
- Hemlock, balsam, Spanish moss, and decorative greens that contain pitch are prohibited.
- Only votive candles or completely glass-enclosed pillar candles are permitted.
- No open flame is permitted.
- No taper candles are permitted.
- No artificial smoke machines are allowed in the building

HOLIDAY DECOR

Annually, from the weekend following the Thanksgiving holiday until mid-January, there are a significant number of holiday decorations throughout the Mansion. During this time, rooms are rented as is and these decorations may not be altered or removed for any reason.

PLEASE NOTE THE FOLLOWING

- Food for group consumption; can only be served in the dining room.
- Confetti, rose/flower pedals, thrown rice, etc. are not permitted on premises.
- The Batcheller Mansion does not assume responsibility or liability for the loss or damage of any items brought into the mansion for any gathering, event, etc.

IN SUMMARY

When you rent the entire mansion, and any gathering is confined to only the Batcheller Mansion registered overnight houseguests who are staying here, you are able to do pretty much whatever you would like, i.e.; bring in prepared foods, paper products and alcohol, as long as everyone: 1) respects the mansion and 2) cleans-up after them selves in a timely manner. We offer housekeeping services for your guest rooms, not to, as an example, clean-up after a lunch or dinner party (unless prior arrangements are made). If a need for extra labor, housekeeping, supplies, etc. is created, we will notify you and you will be charged accordingly.

If you wish to invite in/include anyone who is not registered to stay overnight here; then you can not bring in alcohol or food and event fees and catering use charges will apply.

Arrangements must be made in advance with the Batcheller Mansion.