



Ebenezer Maxwell Mansion

200 West Tulpehocken Street
Philadelphia, PA 19144

215-438-1861

www.ebenezermaxwellmansion.org



Rent the Ebenezer Maxwell Mansion!

Consider holding your next meeting or small social gathering at the **Ebenezer Maxwell Mansion**, an Eclectic Revival suburban “villa” built in 1859 and now designated a National Historic Site. The Mansion is located in the Tulpehocken Station Historic District in the West Germantown section of Philadelphia. The Mansion and garden are offered as venues for your special events, meetings, lectures, small weddings, and small receptions. The Ebenezer Maxwell Mansion has been restored inside and out to its original 1860s splendor with fine drapery and antique furnishings, paintings, and accessories. Events may be held in the beautiful rococo-revival parlor, dining room, or board room library. The lawn and garden are available for outdoor or tented outdoor events. Events may be scheduled throughout the year Monday – Saturday 5:00 p.m. to 10:00 p.m. and on Sunday from 10:00 a.m. to 10:00 p.m.

Capacity

- *Parlor* seats 40 for lectures and meetings.
- *Parlor, Hall, and Dining Room* accommodate up to 60 for standing receptions and 40 for seated events.
- *Board Room Library* accommodates 12 at 2 large tables or 20 seated classroom style.
- *Garden* accommodates 60 standing guests and 40 seated at tables.

A small caterer's staging area is available with a sink, small toaster oven, and refrigerator.

Note that the Ebenezer Maxwell Mansion is NOT handicapped accessible and has only a single bathroom.

Rental Rates (based on a minimum of two hours)

- Parlor with classroom style seating -- \$100 per hour
- Board Room Library -- \$50 per hour
- Parlor and Dining Room with caterer's staging for reception or seated event -- \$200 per hour
- Garden lecture -- \$100 per hour
- Catered garden event with caterer's staging -- \$200 per hour
- Photography or filming session -- \$100 per hour

For all rentals, a non-refundable deposit of \$50 is due two weeks before the event to secure the time and date. The full fee is due on or before the day of the event. The fee does not include tours of the mansion. Set-up and clean-up time is charged at the same rates.

Events of not-for-profit organizations that are programmatically related to the mission of the Ebenezer Maxwell Mansion or are planned with the co-sponsorship of the Ebenezer Maxwell Mansion may be scheduled at reduced rates, at the discretion of the Executive Director. These events must be open to the Ebenezer Maxwell Mansion's own members or Board.

Events are scheduled with the Ebenezer Maxwell Mansion Executive Director (phone 215-438-1861 or email: Maxwell Mansion emaxwellmansion@yahoo.com).

Rental Policies

Guests, organizers, and contractors are subject to the following policies:

1. The house and grounds of the Ebenezer Maxwell Mansion are smoke-free.
2. The event is limited to the times and spaces stated in the rental contract.
3. The Ebenezer Maxwell Mansion reserves the right to cancel an event when it is in the best interest of the Executive Director or Board to do so.
4. The Event Planner must supply all tents, tables, food, beverages, audiovisual equipment, and musical instruments (The Mansion can provide up to 30 folding chairs).
5. The Event Planner must use an approved caterer and contractors and performers must be approved.
6. Candles, open flames, and tableside cooking are not permitted.
7. Fund-raising for other organizations and partisan political and religious events are not permitted.
8. The Mansion is located in a residential neighborhood and loud music, amplified voices, or other noise is not permitted.
9. The Event Planner is required to produce documentation of appropriate insurance for the event naming the Ebenezer Maxwell Mansion as *an additional insured*.
10. The Event Planner is responsible for damages or losses to the property and all facilities must be returned clean and in good condition.
11. Decorations may not be nailed, stapled or taped to any surface in the house and all decorations must be removed immediately following the event.
12. Additional lighting and equipment brought into the building must be approved and delivery must be scheduled with the Executive Director.
13. All refuse must be bagged and removed from the site following the event.
14. Note that number of electrical outlets is limited and the Mansion has only one bathroom. The Mansion is not handicapped accessible.
15. There is no parking at the site and organizers, contractors, and guests must use street parking.

Ebenezer Maxwell Mansion

Event Agreement

Event Description

Event Day and Date: _____

Hours of Event _____

Hours of Set-up and Clean-up _____

Description of Event _____

Event Open to Maxwell Mansion Members? _____

Speaker or Entertainer _____

Speaker/Entertainer Contact Information _____

Food to be Served _____

Beverages to be Served _____

Caterer _____

Caterer Contact Information _____

Seating Requirements _____

Audio Visual Requirements _____

Other Equipment Needed _____

Equipment Supplier _____

Equipment Supplier Contact Information _____

Mansion Spaces to be Used _____

Name of Event Planner _____

Event Planner Address _____

Event Planner Phone Number _____

Event Planner Email Address _____

Event Policies

All guests, organizers, and contractors are subject to the following policies:

1. The house and grounds of the Ebenezer Maxwell Mansion are entirely smoke-free.
2. The event is limited to the times and spaces stated in the rental contract.
3. The Ebenezer Maxwell Mansion reserves the right to cancel an event when it is in the best interest of the Executive Director or Board to do so.
4. The Event Planner must supply all tents, tables, food, beverages, audiovisual equipment, and musical instruments (The Mansion can provide up to 30 folding chairs).
5. The Event Planner must use an approved caterer and performers must be approved.
6. Candles, open flames, and tableside cooking are not permitted.
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14. Note that number of electrical outlets is limited and the Mansion has only one bathroom. The Mansion is not handicapped accessible.
15. There is no parking at the site and organizers, contractors, and attendees will use street parking.

Event Planner has provided Documentation of Insurance (attach copy) _____

\$50 Deposit Received _____

Total Remainder of Fee Due on or Before Event \$ _____

Event Planner Signature _____

Ebenezer Maxwell Mansion Signature _____

Date of Agreement _____

Ebenezer Maxwell Mansion

Indemnification Rider

To the fullest extent permitted by applicable law, the undersigned hereby agrees to indemnify and hold harmless the Ebenezer Maxwell Mansion, its Board and Employees and agents against all claims, liabilities, losses, damages or actions, including costs and reasonable attorneys' fees, arising out of, resulting from, or connected with, the event or the use of the Mansion's facility by undersigned, the undersigned's employees, contractors, suppliers, agents, guests, or invitees.

Agreed and accepted:

[Name of organization or individual]

By: _____

Name: _____

Title: _____

Date: _____