



301 South Peterson Avenue
Louisville, Kentucky 40206

502.895.7975



www.petersondumesnil.org or find us on facebook, twitter or instagram

Peterson-Dumesnil House (PDH) Policies

Official Caterer

Clements Catering is the Managing Operator and in-House caterer for the Peterson-Dumesnil House. You may reach them at 502 343-0842 or email them at stevecléments@me.com to schedule a tour or check on the House availability. Outside-prepared food is not allowed. The kitchen is for the use of the caterer only due to food health and client safety rules. The minimum food requirement is \$1500.00. Outside weddings or event, cakes are allowed.

Contracts and Deposit

A signed copy of the PDH contract and full payment of the rental fee is required to confirm the event. Contract and checks are mailed to the address listed on the contract. If you choose to pay rental by credit card a 4% credit card fee will be added for processing. The rental fee is non-refundable. Damage deposit is due 60 days prior to your event. If the event is scheduled before 60 days, a damage deposit will be required with your rental fee and signed contract. The damage deposit is \$500.00. Your damage deposit will be refunded within 10 business days should no damages occur.

Liability

PDH is not liable for any loss or damages of personal property, rental property, or any personal injury whatsoever. Any guest at said function is deemed to be the guest or invitee of the Licensee, who is responsible for the proper conduct of their guests and invitees, including children. The Licensee does hereby agree to hold PDH harmless and shall indemnify PDH from any and all claims made against PDH, its officers, members, directors, agents or employees as a result of any personal injury to any person or damages to property brought on the PDH premises.

Smoking

Smoking is prohibited inside the Peterson-Dumesnil House (PDH), the front porch and second-floor balcony at all times. Guests may have a smoking area in the circular drive. All smoking debris must be cleaned up after the event or your damage deposit may be forfeited.

PDH Second Floor Dressing Suites

The use of the second-floor dressing suites is included in your rental. Licensee is responsible for putting all trash in receptacle cans provided. Any spilled food and/or beverages, make up mishaps or breakage must be reported to the House manager on duty immediately. Ironing is prohibited directly on the floor or rug; an ironing board is available for your use. Failure to clean up spills or trash will result in an additional clean up fee from catering or result in loss of your damage deposit.

Initials _____

PDH Furniture

House furniture may not be moved without prior approval and must be moved by catering staff and must be placed back to its original space after the conclusion of your event. House furniture may be changed or rearranged throughout the year.

PDH Decorations and December Holiday Schedule

The House may be decorated for the Holiday Season on the Sunday after Thanksgiving and removed the first weekend after the New Year. Décor may be changed throughout the seasons without notice.

Parking

The PDH has a parking lot for you and your guests to use. Parking is also used by Barret Middle School during school hours for pick up/drop off of students; typical pick up time is 2:30 pm. Additional parking may also be available on Peterson Avenue, Galt Avenue, and Barret Middle School. Parking on the grass is strictly prohibited. Parking behind the PDH is reserved for catering and handicapped parking. Guest and vendor parking is not allowed behind the House. Vehicles must be moved after loading/unloading.

PDH Grounds

Seasonal flowers will be planted in urns. The grassy area in front of the House and on the South Galt Avenue side of the PDH is not available for use by the client; this includes equipment and/or activities of any kind. Barrel tents may be used on the circular drive. See *Outside Tent and Equipment Rental* for additional details.

PDH Wedding Garden

The wedding garden is included in your rental of the PDH. Wedding chairs for the garden must be rented. PDH chairs are not available for outside use. The garden is subject to change due to plant replacement and or general improvements. We will inform any of our licensees of any changes or improvements as we are notified.

Post Ceremony Party Send Off Favors

The use of the following items are prohibited: rice, bird seed, sparklers, artificial flower petals and glitter. Alternative favors to throw at the end of a ceremony sendoff are; lavender, grass seed, herbs, bubbles, natural real flower petals or flower petal confetti.

Initials _____

Candles/Glitter in PDH and Porch

Battery operated candles only are allowed in the PDH and porch and must be provided by the client. If wax candles are used for your event, damage deposit will be kept and/or additional charges for wax removal may be added. Glitter is prohibited.

Interior Walls - Floors

Tape, nails, and adhesive are not allowed inside the House on the walls, mantle, or floors or on the front porch columns, ceiling, or wood. Adding nails to any of the structure of the House is prohibited. The use of existing nails are available for hanging lights or light weight items for porch decoration. Decorative columns or equipment used for event services require a rug or mat underneath to maintain the interior floors of the House. All decorations must be removed at the end of the evening.

House Tables and Chairs

The House owns a limited number of tables and chairs that are included with your rental. House table and chairs may be used inside the House and on the covered front porch. Tables and chairs for wedding garden or circular driveway must be rented. Inventory is subject to change without notice.

Vendors – Share Rules with Your Vendors

Clements Catering requires a list of vendors two weeks prior to your event. All vendors must abide by rules of the PDH. Client is responsible for any damages occurred by their vendors. Vendors may arrive two hours prior to the event begin time.

Equipment Rentals and Special Event Equipment

Additional tables, chairs, or special event décor, may be delivered two hours prior to your event. Rentals and equipment may be left on the PDH front porch or next to the dumpster behind the House. All equipment must be removed before 8 AM the following morning, unless otherwise agreed. Items left on the porch after 8 AM will be discarded. The House will not be open to access items left overnight. The PDH will not be held liable or responsible for any items left overnight. Items left on the porch are not secure.

Initials _____

Outside Tent and Equipment Rental

Tent and rental equipment must go through the PDH approved vendor listing. Tent delivery, set up and pick up must be submitted to Clements Catering no later than two weeks prior to your event. Barrel tents are allowed in the circular driveway. Stake tents are prohibited on the immediate grounds of the House and circular driveway. Stake

tents are allowed on the property North of the circular driveway. A catering tent is required for all tents on the North side of the circular driveway. Damages to trees, grounds are the sole responsibility of the client and will be charged additional fees if damages occur. Limited use of outside electric is available upon advanced request. The tent company is responsible for cleaning up all debris used to set up the tent(s), including zip ties. Failure to clean up debris will come out of your damage deposit, and may incur additional fees over and above your damage deposit. Stakes are not allowed in the wedding garden or around the immediate grounds of the House. All tent companies must provide the PDH with up to date insurance, naming the PDH as an additional insured. Failure to remove tent from grounds within prescribed time limits will result in additional per day rental fee.

Florist

All florals must be prepared and ready for use prior to arrival at the PDH as the kitchen and porch are not available for this set-up. All flowers and equipment must be removed at the end of the night. All florals used on the porch or garden must be removed by the florist or client. The PDH or Clements Catering is not responsible for items left overnight. Items left at the House will be discarded during final cleanup. Failure to remove décor, greenery, vases etc. will result in loss of damage deposit and or additional fees.

DJ or Band

DJ and or bands must abide by the PDH rules. DJ or band must provide all extension cords with cover plates (if accessed or in path of guests) for both inside and outside the House.. Tape is not permitted on hardwood floors, concrete or walls. Band is required to use rugs underneath all musical equipment inside the House and may not use tape for any equipment inside the House. Outside music must end at 10:30 PM. Failure to end music at this time will result in forfeiting the damage deposit.

Wedding Cake or Special Event Desserts

Outside wedding/special event desserts are allowed. Baker must provide a box for leftover cake and flavors. Wedding cakes may not be delivered earlier than 2.5 hours prior to event start time. If your cake is being made in a non-commercial kitchen, we require the full name of the baker and the address where the cake was made.

Initials _____

Wedding Planners

The layout and time-line must be submitted at least two weeks prior to event date. A complete list of vendor(s), contact phone number(s), delivery time(s), and pick up time(s) is required two weeks prior to event.

Photographers and Video Policy

Drone use is prohibited at the PDH and immediate grounds. Use of drone photography will result in additional penalty fees, as well as forfeiture of your damage deposit.

Photographers are not allowed to remove curtains, move furniture, or access the third floor cupola for photographs.

Wedding Rehearsals

Rehearsals must be scheduled through Clements Catering, and will be charged \$150.00 per hour.

Catering Alcohol Policy

Clements Catering is licensed for off premise alcohol consumption. Alcohol may not be served to any guest under the age of 21 years of age. Identification of driver's license, passport or other government issued identification (photo required) will be required. Guests who cannot provide identification, will not be served alcohol. If guests provide alcohol to underage guests, the bar will close immediately. All bars will close ½ hour prior to your event end time. Maximum bar serving times may not exceed five hours.

Initials _____

I agree to abide by all of the Policies associated with renting the Peterson-Dumesnil House.

Client Initial: _____

I agree to share these rules with the associated vendors involved with said event .

Client Initial: _____

Failure to abide by Peterson-Dumesnil House Policies may result in forfeiture of your damage deposit and or be charged for additional fees over and above damage deposit.

Name: _____

Date signed _____ Event date _____

Thank you for choosing the Peterson-Dumesnil House. Your facility rental and fees enable us to update and maintain the historic home and grounds.

