

# Exhibit A



## *Edward-Dean Museum & Gardens*



A Division of the Riverside County Office of Economic Development

Thank you for choosing the Edward-Dean Museum & Gardens for your special event! The following guidelines will assist you in coordinating your special day. If we can be of assistance or provide further guidance, please do not hesitate to call. We can be reached at 951.766.2522

### **Facility Rental Guidelines**

1. To ensure all your needs are met, you, the Renter, must designate a representative (contact person) to be responsible for checking in with Edward-Dean Museum & Gardens' staff upon arrival and departure of the Premises. All contact information for this representative must be provided to Edward-Dean Museum & Gardens.
2. Supervision by Edward-Dean Museum & Gardens (EDM) Staff is necessary for the public's safety and well-being. EDM staff shall be responsible for and have complete authority over the use of the facility, all equipment, participants and activities. The staff has the authority to request changes in activities. Users must comply with these requests and instructions. Staff is responsible for enforcement of all policies, rules, and guidelines.
3. In general, for weddings, the venue rental fee for use of Edward-Dean Museum & Gardens is \$7,500.00 for Saturday, \$8,500 for Holiday, \$7,000 for Sunday and \$6,500 for weekdays and Fridays. This fee includes the non-refundable deposit of \$2000 to secure the date, Security guard(s) and the coordinator for services mentioned in Section 15 of this exhibit. If the Coordinator is unable to render services, you will receive two hundred fifty dollars (\$250) off the Total Venue Fee set forth in Section 3 of the Agreement. The venue rental fee for other types of events may vary based on the type of event and the length of use of the Premises. A credit card must be put on file for any additional charges you incur in the course of your use of the Premises. If Renter, their vendors and/or guests are not off property by 11pm (8pm on Holidays, weekdays, and Sundays), Renter's card will be charged \$500/hr. beyond those time frames specified.
4. Your rental of the facilities includes use of the Premises, based on the following terms and conditions, for the date and time set forth in Section 2 of the Agreement.
  - a. Only one wedding scheduled per day.
  - b. Bridal suite and grooms room included but are closed and off-limits after 5pm. All personal items must be removed, and rooms must be left in the same manner as renter arrived prior to 5pm closure. In the event rooms are not left in the same manner and Renter does not leave by the time outlined, Renter will be subject to a cleaning/late fee of \$500.
    - i. Museum and administration office are off limits to Renter and guests, except for bridal suite and grooms room located in the administration office (closed by 5pm).

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- c. Choice of location for wedding (Gazebo or Legacy Garden)
  - d. Choice of location for reception (Kay Building, Pavilion, or upper gazebo lawn)
  - e. Chairs for Ceremony/Reception
    - i. Black chairs are available for rent at \$1.50 indoor/outdoor
    - ii. White chairs in Kay building and white wooden chairs in Pavilion
  - f. Choice of 60" round or 8' rectangle tables
  - g. Linens not provided for reception tables and chairs
  - h. Use of prep kitchen for use of caterer only
  - i. On-site staff day of event for restocking supplies
  - j. 1 security guard for 8 hours is included
    - i. There must be 1 security guard per 100 guests.
    - ii. Extra fee(s) shall be charged for anything over 8 hours and/or additional security guards
- A non-refundable fee of \$2000**, along with a signed application will secure the date, times, and conditions of your event. This fee will be applied to the Total Venue Fee set forth in Section 3 of the Agreement.
5. Decorations may be used; however, decorations must be free standing, and no holes may be made in any surface, and no tape or adhesive may be used to attach decorations to any part of the buildings located on the Premises. **Due to environmental impact and potential harm to nature/animals, rice, confetti, fake flower petals, birdseed, glitter, sparklers, etc. may NOT be thrown at wedding or used on the Premises. (Real Flower Petals are permitted for your event.) Use of candles and/or tea lights are permitted as long as they are contained in a glass hurricane holder or floated on water in a glass bowl/vase.**
  6. The EDM staff reserves the right to remove **ANYONE** inebriated or behaving in an objectionable or destructive manner. Renters and their guests must be advised that opened alcoholic beverages **may not** be brought onto or removed from the Premises by renters or guests. The caterer or authorized purchaser must remove any unconsumed wines, beer or liquor, including unopened bottles, from the Premises.
  7. **Alcoholic beverages are not permitted at functions for minors. Permission to serve alcohol will not be granted for any event where the majority of the guests in attendance is under the age of 21.** Any alcohol served to, or consumed by, minors on the Premises will cause the automatic and immediate shut-down of any event. No alcohol is to be served within one (1) hour of event completion and no alcohol may be consumed in the parking lot. If you want to have alcoholic beverages at your wedding/event, you must utilize the EDM's on-site bartender "Haus Bistro". **ABSOLUTELY NO glass beer bottles are allowed.**
  8. Renter shall use the County-designated on-site caterer specified by the County (Haus Bistro) and provide a copy of your catering contract to County within thirty

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days prior to your event. **Food prepared at an unlicensed location, such as a private residence or a church, is NOT permitted. No fruit platters, cheese platters or veggie platters are permitted for appetizers. Must go through the on-site caterer for appetizers.**

9. The designated representative for the Renter must participate in a walk-through inspection with Edward-Dean Museum & Gardens staff prior to leaving from their event.
10. **If a cancellation occurs more than 30 days prior to your event, there will be no charges except for the \$2000 non-refundable security deposit. If cancelled 15-30 days prior to your event, 50% of the total fees will be due. If your event is cancelled less than 15 days prior to your event, the total contract amount is due. There will be NO refunds.**
11. All rehearsals will be the **Thursday before the event** unless approved by staff prior to the weekend of your event. Rehearsal times are made directly with museum staff no later than one month from event day. The first party to book has choice of rehearsal time. Times slots are 1-hour increments.
12. Edward-Dean Museum & Gardens is not responsible for lost items or items left behind. Please designate a member of the party to keep track of personal items.
13. **All children must be accompanied and supervised by an adult at all times. Children are not permitted to climb or jump from the walls at any location on the Premises. If County or security staff returns your children to you from the pond, walls or other areas on the Premises more than one (1) time or has to address this issue with the security guards, your event will immediately be shut down and no refunds given. The eco-system of the Koi pond is fragile and not tolerant to foreign objects being thrown in. Children found to be participating in such activities can cause your event to immediately be shut down, with no refund given.**
14. Edward-Dean Museum and Gardens cannot guarantee the roses in the Legacy Garden will be in full bloom at anytime of the year. Roses are typically pruned in January or February each year. Parties agree that neither party will be liable for acts of God, fire, accidents or other occurrence beyond their reasonable control.
15. Renter shall use the County-designated event coordinator ("Coordinator") that comes with the Edward-Dean Museum and Gardens. Renter shall not use any outside coordinators for the planning and coordination of the event on the Premises. The Coordinator will provide the following services:
  - a. Initial complimentary meeting for booking at the Edward-Dean Museum and Gardens

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- b. One (1) in-person meeting two (2) weeks prior to event
- c. One (1) hour ceremony rehearsal coordination
- d. Ceremony processional timeline creation
- e. Four (4) consecutive hours of ceremony and reception coordination
  - i. The four (4) consecutive hours are based on ceremony time but would approximately be as follows:
    - 1. Arrive one (1) hour prior to ceremony start time- 1 Hour
    - 2. Ceremony- ½ Hour
    - 3. Photos- 1 Hour
    - 4. Grand entrance and Dinner Service- 1 ½ Hours
- f. Review ceremony timeline
- g. Coordinate ushers and attendants
- h. Orchestrate wedding processional
- i. Coordinate announcements and introduction of wedding party to guests

In the event you require further wedding planning services beyond the scope listed above, an additional fee will be charged by the Coordinator to you directly. Any additional services purchased through the Coordinator beyond the scope mentioned above are by and between you and the Coordinator and the County is not responsible or liable for add-ons. No outside coordination is permitted.

- 16. If the foregoing rules are not followed, the County staff shall immediately close down the event and no refunds will be given.
- 17. If more than one person or entity is named as Renter, the obligations imposed upon each shall be joint and several and the act of or notice from, or notice or refund to, or the signature of, any one or more of them shall be binding on all of them with respect to the Agreement.
- 18. The Agreement shall be governed by the laws of the State of California.

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