

TARRYWILE PARK & MANSION RENTAL PACKET

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WELCOME TO TARRYWILE PARK AND MANSION

The Tarrywile Park Authority and its staff welcome you to step into the romantic elegance of the Victorian era at Tarrywile Mansion. Whether you are hosting a wedding reception for family and friends, celebrating a special anniversary or birthday, or planning a business meeting, you will find exactly what you are looking for at Danbury's finest community center, also known as Danbury's "Hidden Jewel".

The Bride and Groom can share their first toast as husband and wife in the spectacular glass conservatory. Birthdays can be celebrated on the veranda overlooking beautiful perennial gardens. Take your employees out of the boardroom and stimulate their creativity with a business meeting in the Tarrywile Mansion conference room followed by a relaxing hike on one of our twenty one miles of trails.

The included pages contain guidelines for renting the Mansion. We are committed to hospitality and have developed these guidelines to ensure that all events are safe, successful, and have your guests feeling as impressed when they leave as when they arrive.

Our staff is available throughout the planning period and on the day of your event we will be here to ensure that your affair is enjoyable and most of all, memorable.

To see more of Tarrywile Park and Mansion please visit our website; tarrywile.com, our Facebook page; facebook.com/Tarrywile.Park.and.Mansion, or check out what people are saying about us on WeddingWire.com, theKnot.com and [TripAdvisor](http://TripAdvisor.com).

Very Truly Yours,

Becky Petro
Executive Director

Anne-Marie Sholtes
Event Coordinator

FACILITIES:

The facilities being offered for rental include areas of the Mansion and/or selected portions of the lawn and gardens as described below:

Full house rental includes the first floor rooms, commercial kitchen and veranda, plus the second floor bride and groom rooms, including their own private rest room facilities. Also included are the immediate surrounding grounds which entail the grape arbor and gazebo. The conference room and lounge areas are available upon request. Please inquire with the Mansion staff for more information.

GROUNDS:

As Tarrywile Mansion is a municipal park of the City of Danbury, the grounds and gardens are open to the public. Mansion rental allows for the use of the immediate surrounding grounds only. Rental does not include the Mansion front lawn, orchard, Children's Garden or the area around the Carriage House which is a private residence. *Tents may be erected for events during the week or on weekends and may be on site prior or subsequent to the event for which they are intended. Therefore, a tent may be on the grounds during your use from a prior or subsequent use.*

APPOINTMENTS:

Due to the Mansion schedule, appointments to view the Mansion or visit with your caterer, florist, etc., should be made in advance with the Tarrywile Park & Mansion office staff. Appointments are available on weekdays, between the hours of 9:30 am and 3:00 pm and are dependent upon staff schedules. Please call before visiting.

RESERVATIONS/PAYMENTS:

Reservations are accepted up to 24 months in advance. All applications must be accompanied by a prearranged down payment. This down payment automatically becomes non-refundable seven (7) business days after it is received. The balance of the rental fee along with the security deposit and the liability insurance are due to the Tarrywile Park Authority office sixty (60) days prior to the event.

RESPONSIBILITY:

The individual who signs the application (contract) for use of the Mansions assumes all responsibility for the rental and will be noted as "User" in this contract. All payments, correspondence, liability insurance certificates, caterer license/hold harmless agreement and communications regarding the use of the mansion will be made through this individual.

User may also appoint a Designated Representative. The Authority office staff will notify this individual of any items left behind after the event, and/or damages or charges against the security deposit in the event that they are unable to contact the User.

GENERAL INFORMATION:

- The Tarrywile Park Authority is **not** responsible for personal belongings.
- Grill use may be permitted in the parking area located next to the kitchen door with prior approval of staff. Grill use or open flames are prohibited within the building and veranda areas.
- Smoking will be permitted on the veranda. Urns are available next to the front door for proper disposal of smoking materials. Smoking is strictly prohibited inside the Mansion.
- The uses of fireplaces are not allowed.
- No amplified music or dancing is allowed on the veranda at any time. Amplified music is restricted to the interior of the Mansion and in the designated tent sites with prior approval. No loud music or noise will be allowed after 11:00 pm on Friday or Saturday evenings or evenings before holidays, and after 10:00 pm Sunday thru Thursdays.
- Rice, confetti, paper/fabric petals and flower petals are not allowed to be used inside Tarrywile mansion, or outside on the veranda. While bubbles and birdseed are allowed to be used on the grounds, they are not allowed on the veranda or in the Mansion at any time. **If there is evidence that any of the above items were used a cleaning fee will be incurred** to restore the building, veranda, or grounds to their original condition and will be charged against your security deposit. Please inform your DJ, if you are using one, that bubble and fog machines are also prohibited.
- People are not allowed to sit on the porch railings for reasons of personal safety and the structural integrity of the building.
- A coat closet is available on the second floor of the Mansion. Depending on the time of year and number of attendees, User may wish to arrange for a coat check person to help with the hanging of coats.
- The use of fireworks, sparklers, torches, Chinese Wish Lanterns, flares, or other such open flames such as fire pits is strictly prohibited in and around Tarrywile Mansion, its grounds and under tents.
- The use of drones is prohibited by FAA regulations
- **Heaters are not allowed to be used on the veranda.**

PERIODS OF RENTAL:

As only one rental is allowed on each weekend day, the User may set his/her own hours of use within the following guidelines; rental time of Friday, Saturday, and Sunday is for a period not more than 9 hours of continuous use without additional charge. Curfew for a Friday, or Saturday is 12:00 midnight, Sunday is 11:00 pm. Additional hours can be purchased up to 1 week in advance of event for \$175 an hour. For weekday event (Monday thru Thursday), rental use hours begin as early as 7:00 am and end with an 11:00 pm curfew.

When the user plans the event, they must account for at least two hours for the caterer and vendors to set up and one hour for the caterer and vendors (including DJ's) to break down/clean up at the conclusion of the event. DJ's and bands must stop playing and begin packing up their equipment one hour before the end of the event rental time. Fail of said vendors to complete breakdown by end of rental time will result in an additional fee of \$250 an hour for any part of an hour past 15 minutes to be deducted from Users security deposit.

Use hours begin at the time the Mansion is opened for any reason; i.e. deliveries (other than rental items), florists, caterers and other vendors, and do not conclude until the User, guests, caterers, and help (including clean up) have left the mansion. Exceeding these hours will result in additional

charges as set forth in above paragraph. These additional charges will be deducted from the security deposit before mailing.

SECURITY DEPOSIT:

A refundable security deposit is required 60 days prior to the rental date and must be submitted as a separate check made out to Tarrywile. The deposit is to guarantee the satisfactory cleanup of the facilities and equipment, to cover any damage that may have been caused by the User, guests, caterers, or help (including clean up), and to cover any other charges that may be imposed under these rules and regulations. It is up to the Tarrywile Park Authority's office staff to determine the monetary amount to be charged against the security deposit in the event that of non-compliance with any of the Rules and Regulations laid out in this packet. Since the Authority does not normally pursue specific claims against caterers, florists, guests and help, any such charges caused by them, which occurred during the User's event, will be deducted from the security deposit.

*****Please note: it is the customer's responsibility to comply with the Rules and Regulations as set forth in this packet and the failure of the House Supervisor to enforce a regulation does not imply consent and abdicate the right of TPA to retain the Security Deposit. Additionally, it is not the responsibility of the House Supervisor to notify the Customer that additional charges may be pending. *****

In the event proposed charges are to be made against the security deposit, the Authority will make every effort to contact either the User or the Designated Representative on the first business day after the event. A written notification of the Authority's intent to charge the security deposit shall be mailed/mailed to the User within 5 working days. The net security refund will be mailed to the User within 30 days after the event or, if applicable, when all charges have been determined, whichever is later. Charges in excess of the security deposit will be billed separately and, if not paid within 30 days, appropriate legal action will be taken. User will be liable for all costs of collection including reasonable attorney's fees to pay this debt.

FEES:

The fees for various facilities offered by the Tarrywile Park Authority are set forth on the fee schedule stated on the contract or use agreement. In the event of a rate increase, there will be no changes made to the fees imposed for the existing contracts. We offer a **10% discount** for all **active military duty/first responders'** personnel in appreciation for their service. All checks must be made payable to Tarrywile. All returned checks are subject to a \$35 fee.

FINAL PAYMENTS:

The 60 day rental fee balance as well as the refundable security deposit payments must be submitted on **two separate checks** made out to Tarrywile. If submitted as one payment, the check will be returned to you with the request to reissue as two separate checks.

SCHEDULE OF RATES

WEEKEND RENTAL RATES: (Friday, Saturday, Sunday)

Peak Season (May 1 thru October 31)

Saturday Rental Fee: \$2,400 for 9 hours

- \$1,200 due upon signing the contract

Friday, Sunday Rental Fee: \$2,000 for 9 hours

- \$1000 due upon signing the contract
- Balance due 60 days prior to your event

Off Peak Season (November 1 thru April 30)

Friday, Saturday, Sunday Rental Fee: \$1,700 for 9 hours

- \$850 due upon signing the contract
- Balance due 60 days prior to your event

Security Deposit: \$500 refundable due 60 days prior to your event, see pg. 5 for details

Additional Hours – can be purchased no later than 1 week prior to your event for @175 an hour, not to exceed 12:00 am midnight.

SATURDAY HOURLY RENTAL:

A Saturday hourly rate category is available to accommodate small functions such as rehearsals, showers, christenings, birthday parties, to name a few. Qualifications for the Saturday weekend hourly rate require the event to be **booked no later than 90 days out**.

Saturday Hourly Rental Fee: \$1,300 for 6 hours, due upon signing the contract

- One additional hour may be added if necessary for a fee of \$175, any time past 7 hours reverts to the full day rental fee as stated in the above schedule of rental rates.

Security Deposit: \$500 refundable due 60 days prior to your event, see pg. 5 for details

FRIDAY, SUNDAY HOURLY RENTAL:

A Friday or Sunday hourly rate category is available to accommodate small functions such as rehearsals, showers, christenings, birthday parties, to name a few.

- Friday, Sunday Hourly Rental Fee: \$1,300 for 6 hours, due upon signing the contract
- One additional hour may be added if necessary for a fee of \$175, any time past 7 hours reverts to the full day rental fee as stated in the above schedule of rental rates.

Security Deposit: \$500 refundable due 60 days prior to your event, see pg. 5 for details

WEEKDAY RENTAL RATES: (Monday thru Thursday 7 am – 11 pm)

- Rental fee: \$875 for a 9 hour rental
- Non-profit rental fee - \$50 an hour with a minimum of 4 hours rental time
- Conference room rental fee - \$30 an hour with a minimum of 2 hours rental time 8:00 am – 4:30 pm
- Security Deposit: \$150 – refundable, see pg. 5 for details

INCLUDED IN YOUR RENTAL

- Tables and chairs to seat up to 120 inside the Mansion
- Private Bride and Groom rooms
- Access to the entire first floor of the Mansion as well as our sweeping veranda
- Surrounding grounds which include; the grape arbor and gazebo
- Parking Supervision – 4 hours

NOT INCLUDED IN YOUR RENTAL

- Linens, dinnerware or glassware
- Caterer – must be selected from our approved caterer’s list, refer to page 17.
- Set up/break down and cleanup – are the user/caterer’s responsibility and are considered part of your rental time
- Liability insurance – we do not provide liability insurance if you are serving alcohol
- Online insurance resource; [TheEventHelper](#)
- **Please note:** when using a preferred caterer you are ensuring that your event is “done in one”, each of our caterers is exceptionally good at what they do, and that is why they are on our list. You can be assured that your event is in good hands, and leaves you time to relax and enjoy your part.

***Out of network caterer fee: \$500 non-refundable**

CANCELLATION OF EVENT

Use of the Tarrywile Mansion is considered cancelled on the date we receive a prescribed cancellation form fully executed by the User or the Designated Representative. If however, under certain circumstances whereupon the User has failed to complete all parts of the application process within the time period permitted or the User has failed or refused without good cause to execute and return prescribed cancellation form, then the Tarrywile Park Director or his/her designated representative may terminate the User’s event by complying with the following procedure: The Authority shall send a letter via certified mail return receipt requested to the User at the address indicated on the reservation form. This letter shall explain in detail what actions the User has failed to take in accordance with the rules and regulations set forth herein or upon what circumstances the Authority feels the User has indicated his/her desire not to go forward with the transaction. The User shall have a period of 15 days from the receipt of this letter to either cure the defect or inform the Authority that he/she fully intends to continue with the reservation. Should the User fail to respond or fail to correct a discrepancy within the 15 day period, the reservation shall be cancelled effective that date and all the other terms and conditions concerning cancellation and refund of payment shall apply.

REFUND OF PAYMENT

If your use of the facilities is cancelled within 7 business days after your application and Agreement Rental is fully executed and accepted, the down payment shall be returned.

If your use of the facilities is cancelled subsequent to your 7 day Right of Recession, the down payment will be retained by the TPA or can be credited towards a future event to be held within one year of the date of cancellation. If not used within the one year time period, the credit will be forfeited.

For the purpose of the following paragraphs, the term “balance” shall refer to the total rental fee charged for anticipated use less the down payment.

If your use of the facilities is cancelled and all or a portion of the rental fee has been paid, the following refund policy shall apply to this balance only:

- Cancellation up to 61 days prior to event, all of the balance to be returned
- Cancellation 30-60 days prior to event, 50% of the balance to be returned
- Cancellation within 29 days prior to event, all of the balance to be forfeited

ALCOHOLIC BEVERAGES

The serving alcoholic beverages must conform to all State of Connecticut and/or City of Danbury regulations. Adequate appropriate liability insurance specifically covering the serving of alcoholic beverages must be in effect and evidence of such insurance must be presented 60 days prior to the event. The TPA disclaims any and the User assumes all responsibility for any liability arising from the serving of alcohol beverages at this event and for the compliance with Chapter 545 of the Connecticut General Statutes as amended. **Alcoholic beverages shall be consumed only in the areas rented by the User. Consumption of such beverages in cars, driveways, parking lots and other areas of the park is a violation of the City of Danbury Ordinances and are prohibited.**

HOST ALCOHOL LIABILITY INSURANCE

Sixty (60) days prior to use, the User or organization renting the facilities at Tarrywile Park & Mansion may be required to provide and maintain host liability insurance with insurance companies licensed to do business in the State of Connecticut and in such form shall be satisfactory to the TPA and the City of Danbury in the amount not less than one million dollars per occurrence. If the User is providing his/her own insurance, User shall provide a Certificate of Insurance confirming the existence of this insurance specifically naming the City of Danbury and the Tarrywile Park Authority as an additional insured. The Certificate shall also provide a notation that in the event of cancellation; a 10-day written notice will be given the Authority and City prior to cancellation and a notation, if applicable, that alcoholic beverages will be served, coverage for which is not excluded from the policy. This policy may be purchased through your own insurance carrier. Staff can also provide various alternative resources.

DELIVERIES

All arrangements for deliveries on days other than the day of the event must be coordinated through the Tarrywile Mansion office at least 7 days in advance. Deliveries may only be made during regular office hours. Staff will **not** sign for any deliveries or assume responsibility for such property or the accuracy; therefore the User and/or his agent may want to be present for those deliveries. All deliveries will be placed in the Carriage House Garage unless prior approval is received from staff. Unless other arrangements are made, all items belonging to the User must be removed from the premises on the day of the event. Rental items will be picked up on the 1st business day following the event. Staff will not assume responsibility for such property or their accuracy; therefore the User and/or his agent may want to be present for these pickups.

DECORATING

Decorating time is factored into the “rental hours”. No decorating of any kind will be permitted on or attached to any surface including, but not limited to walls, woodwork, furniture, and light fixtures without prior approval. The use of scotch tape, staples, nails and other fastening materials is prohibited.

Decorations may be placed on tables and mantels. All decorations shall be removed upon termination of event. The veranda may be decorated with lights, flowers, etc. but must fall under the above rules in regards to fastening materials. If candles are to be used, **the flame must not be higher than the glass votive**; candle use is NOT permitted on the second floor. Any damage done by candles or candle wax will be charged against the security deposit to return such to its original condition. See photo's below.

At different times during the year, the Mansion (inside and/or outside), and/or the Mansion grounds may be decorated. These decorations may be of a holiday nature or a particular theme. These decorations are not to be removed or moved from one location to another in or around the Mansion grounds, before, during or after any affair. These decorations include but are not limited to the conservatory plants. **Please note that additional flowers or plants may be added the existing conservatory plants but the existing plants may not be moved or removed from the conservatory.**



CATERER

The User is responsible for contracting with his/her own caterer for these services. The Mansion does not provide these services, but we offer a list of approved caterers for the User to choose from. If the User chooses a caterer not on our list, a \$500 non-refundable out of network fee will be applied. The User shall be held responsible for the activities and actions of the caterer during the User's event. The requirements below were made to ensure the safety and well-being of all people attending functions of any type at Tarrywile Mansion in accordance with State and Local governmental health agencies.

In accordance with the CT Public Health Code and the Danbury Food Service Ordinance, only caterers who are licensed by the City of Danbury or have equivalent licensure status from another municipality may cater an event at Tarrywile Mansion. In addition, if the caterer is engaged in food preparation at the Class III level the caterer must employ a full time Qualified Food Operator. Tarrywile Park office maintains a list of approved licensed caterers who are familiar with the facility. **If you choose a caterer not on our approved list an additional \$500 out of network, non-refundable fee is required.** The User is responsible for providing the TPA with a copy of the caterer's food service license 60 days prior to the event date.

FOOD PROVIDED BY USER

While TPA maintains a yearly license that allows for food preparation and service to take place in the facility, we do not allow Users to bring in their own food for events lasting up to 9 hours or more, or any event with 40 or more guests. Tarrywile Staff reserves the right to approve or disapprove any Users request to bring in their own food. A Hold Harmless Agreement is required when doing so.

USER/CATERER RESPONSIBILITIES BEFORE/DURING/AFTER EVENT

- Cars for caterers, vendors, etc., may be parked in the upper lot. As parking is limited, please carpool whenever possible. **At no time** should an unattended vehicle be parked in the driveway. Temporary unloading at the kitchen door is allowed as long as the driveway is not blocked and the vehicle is attended. Please also note; the driveway is one way – at conclusion of event, all vehicles must exit onto Brushy Hill Rd.
- User/caterer should be aware that the Mansion **does not provide:** a) custodial services for any type of rental or use of the facility, b) we do not provide staff to set-up or take down tables and chairs. Such services are the sole responsibility of the user/caterer.
- At the beginning of the use hours, the user/caterer is responsible for setting up the mansion according to the pre-approved floor plan. Depending on the plan selected, the user/caterer may be required to move furniture located in the Mansion and/or set up tables and chairs. Tables and chairs are stored in the Carriage House Garage and must be returned to the Carriage House Garage at the end of your event. Please allow for sufficient time in your rental hours to adequately allow for set up.
- In the event of a tent reception, the delivery of all tables and chairs and all other items for such use must be made to the Carriage House Garage. **Not under any circumstances** are the tables, chairs or any other items allowed under the tent except at times during the users' rental period.
- User/caterer must remove all food, glasses, dishes, flatware, linens, paper goods and/or any other items used during your event from **all** rooms utilized by the guests including rest rooms, second floor bride and groom rooms as well as the veranda and grounds if utilized by guests.
- User/Caterer is responsible for a thorough cleanup of the veranda and immediate surrounding grounds/driveway/parking lot of all cups, stirrers, cans, bottles, bottle tops, etc.
- Clean-up/custodial services; see page 11
- Exit checklist with house supervisor; see page 20

CUSTODIAL SERVICES

It is the responsibility of the User and/or group that has rented the facility to handle all aspects of set up and take down. **It is not permitted for the Staff of Tarrywile mansion to accept gratuities for any work performed, whether it is within their assigned duties or not.** The Mansion does not provide custodial services. This includes but is not limited to;

- Set up and take down of all tables and chairs
- All floors are to be swept, including the veranda
- User must supply their own cleaning supplies/paper towels/sponges etc.
- Kitchen counters/sinks/cabinets are to be wiped down
- Stove, oven, convection oven and microwave must be thoroughly cleaned of food debris/and or spills
- Kitchen floor is to be swept and damp mopped
- No grease is to be poured down any of the kitchen sinks, this can cause damage to the plumbing
- Any cost incurred by clogged drains will be charged to the User
- All food must be removed from the refrigerator/freezer
- Garbage must be emptied from all bathrooms/brides room and kitchen
- Garbage must be brought out to the dumpsters in the back of the upper parking lot
- Mansion and grounds must be returned to the same condition to which it was found
- Failure to adhere to above responsibilities will result in a charge deducted from the security deposit.

Failure to properly clean up after an event may result in a clean-up charge, the amount to be determined upon severity of damage/cost of repair or amount cleanup required. Special attention must be given to a full and adequate kitchen clean up. At the conclusion of the use, trash and litter must be placed in the dumpster located at the back of the upper parking lot. Recyclable materials must also be placed in a separate container located at the back of the upper parking lot.

PARKING SUPERVISION/PARKING

Parking supervision is included in your rental fee. It covers 4 hours, in which time the parking supervisor will close off the upper parking lot and driveway 2 hours before your guests arrive and only allow your guests and vendors through. The parking supervisor will also close off the driveway 5 minutes before your ceremony to ensure any late arrivals do not disrupt your wedding ceremony.

Parking is not permitted in the driveway from the main entrance to the apple orchard exit. These areas are designated as a Fire Lane. No vehicles are allowed on the lawn areas and must be restricted to the paved or designated parking lot areas. The upper parking lot holds 30 cars, the lower parking lot holds 30 cars and the auxiliary parking lot holds 19 cars. Handicapped parking has been designated.

HOUSE SUPERVISOR

The Tarrywile Park Authority will assign a House Supervisor to be on hand to open and close the Mansion for every event. He/she will be present the entire time during the hours in which the Mansion is open. **The House Supervisor's sole responsibility is to supervise the use of the facilities and to make certain the rules and regulations are understood and the User complies with these rules and regulations.** The House Supervisor will also make sure that the approved floor plan is followed and that all decorations comply with the Rules and Regulations set forth in this packet.

At the beginning of the event, the House Supervisor will go over a checklist with the User, caterer, and/or his agent to insure all the details of the use agreement are completed, upon approval of the User/caterer/agent will sign the house supervisor's comment sheet on page 20. It will be posted on the refrigerator the day of your event. The User is responsible for leaving the Mansion, including the kitchen, furniture, tables/chairs and lawn in the same condition in which they were found. The House Supervisor will be available to perform a general review of the house rules and regulations pertaining to adequate clean-up of the facility and damages to the facility and/or its equipment and furnishing subsequent to the User's event.

The Authority reserves the right to re-inspect the facility on the first business day after User's event and to point out any major discrepancies/failure to comply with House Rules and Regulations concerning the care and clean-up of the facility. Charges to correct these discrepancies will be deducted from the security deposit.

It is not permitted for the Staff of Tarrywile Mansion to accept gratuities for any work performed, whether it is with their assigned duties or not.

USER COMPLIANCE

The User must comply with all laws and regulations of Tarrywile Park Authority, the State of Connecticut and/or the City of Danbury, including but not limited to safety, fire, health, and zoning laws, statutes, ordinances, rules and regulations. The House Supervisor has the right to remove any individual who in his/her opinion is in flagrant violation of the Rules and Regulations and to terminate any use or activity in whole or in part which is not in compliance. If the event is totally terminated, the property must be vacated and full compensation for damages will be required from the User. No refund of rental will be made if such discontinuance is ordered.

LEGAL OCCUPANCY

Total legal occupancy of the house for full house rental is a maximum of 120 guests for a sit-down dinner/buffet or up to 150 for a standing cocktail style party. Tents may be erected on the grounds in the areas designated for groups of up to 150.

The floor plan you choose and the number of participants at your event will determine the amount, if any, of furniture to remain on the first floor. The legal occupancy for a sit down dinner buffet is based upon the following number of suggested participants per room:

- Library – 28 guests; 2 – 60” round tables seating 8 and 2 – 48” round tables seating 6
- Living room – 20 guests; 2 72” round tables seating 10
- Dining room – 28 guests; 2 – 60” round tables seating 8 and 2 – 48” round tables seating 6
- Drawing room – 30 guests; 2 – 60” round tables seating 8 and 2 – 48” round tables seating 7
- Conservatory – 12 guests; either 1 - 72” round table seating 12 or 2 – 48” round tables seating 6
- Conference room/lounge – 18 guests

In addition to capacity requirements, the following areas have been designed off limits to the public; the basement, third floor, area on the veranda to the right of the French doors as you exit the living room and the Tarrywile Park office.

Bathroom facilities (unisex) are located in the following areas;

- 1st floor Butler’s Pantry – handicap access
- 2nd floor Brides Room
- 2nd floor Lounge
- 1st floor under the stairs
- 2nd floor Grooms Room

The main foyer can be utilized as; a dance floor or location for buffet or cocktail hour. The area designated for DJ/Combo can accommodate no more than 3 members of a combo. The Conservatory can accommodate a 5 member band.

The main foyer (hallway) has been designated as a fire exit by the Fire Marshal’s office. Therefore, **no furniture, tables or chairs may be place in this area which, in the opinion of the Fire Marshal’s Office would block the safe egress of the occupants. Please refer to the floor plan, found on page 21 which have been reviewed and approved by the Fire Marshal’s Office.

AVAILABLE INVENTORY

- 2 – 72” round tables
 - 8 – 60” round tables
 - 6 – 48” round tables
 - 1 – 36” round table
 - 1 – ½ 60” round table (half-moon)
 - 8 – 6’ rectangular tables
 - 120 stackable green chairs
 - 2 rose arm chairs
 - 2 sage arm chairs
 - 2 matching round end tables
- Kitchen:
- Gas burning stove & burner/2 ovens
 - Electric convection oven: 5 shelves
 - 5 sinks
 - Ample counter space/large metal prep table
 - We **do not** supply pots, pans, utensils

Please note; if the User chooses to bring in other tables and chairs, Tarrywile office staff must be notified no less than two weeks in advance of your event. Tables of other sizes may not comply with fire and building code and may not be allowed per regulations.

Your use of these furnishings depends on the number of guests and your approved floor plan. Mansion equipment, furnishings may not be used outside of the Mansion/veranda locations.

USEFUL MEASUREMENTS

Front Door Measurements;

- Outer Measurements: 90” tall x 46” wide
- 16 pane window area: 47” tall x 37” wide

Measurements of each room:

- Ceiling Height: 8 1/2’ all interior rooms
- Foyer: 13’ W x 36 1/2’ L to staircase
- Drawing Room: 26 1/2’ L x 17’ W
- Grooms Room: 17 1/2’ L x 14’ W
- Conference Room: 28’ L x 19’ W
- Veranda: 15’ W at its widest
- Living Room: 23 1/2’ L x 14’ W
- Dining Room: 22’ L x 17’ W
- Conservatory: 16 1/2’ L x 12’ W
- Brides Room: 18’ L x 17’ W
- Lounge: 23’ L x 15’ W
- Library: 19’ L x 22’ W

Measurements for Runners:

- Bottom staircase to Drawing Room entrance 36’
- Drawing Room entrance to Conservatory entrance 18’

Railing Measurements:

- From 1st Floor to the landing at the large picture window – 12’
- Small section on the landing at the large picture window – 3’
- From the landing at the large picture window to the Brides Room – 9’
- From the Brides Room 2nd fl to the Grooms Room doorway – 8’

Mantle Measurements:

- Living Room 12” D x 5’ L
 - Drawing Room 11 3/4’ D x 5’5” L
 - Library 13” D x 5’ L
- **Please note that there is a 1 1/2’ jog on both sides of the Drawing Room mantle

Grape Arbor Measurements:

- 64’ L
- 18.5’ W

Foyer Table Measurements:

- Entry 4’ x 6 1/2” L x 1’ 5” W
- Side Bar 5”11” L x 1’5” W

TENT USE INFORMATION

Due to the limited parking and bathroom facilities at Tarrywile Mansion the maximum number of guests present at a tented function is **limited to 150**.

TENT AREAS

- Conservatory lawn – tent size up to 40' x 60' (larger sizes must be approved by office staff)
- Tennis Court lawn – tent size up to 40' x 100'
- Dance floors – largest size allowed – 20' x 28'

Tent use, size and location, including accessory items such as cook tents, dance floors, etc. must be confirmed 120 days prior to the event with Tarrywile Mansions Event Coordinator. All tents and dancefloors that are larger (whether wider or longer) than those stated above will only be allowed with prior approval of the Event Coordinator. Cooking is not permitted under the tent. A separate cooking canopy may be allowed with the Fire Marshal's approval. No canopies or covered walkways may be erected on the driveway, in the parking lots, or over outdoor staircases.

DELIVERIES FOR THE TENT USE

User/Contracted Tent Rental Company is responsible for providing tables and chairs for use under the tents. All deliveries of items such as tables, chairs, dishes, glassware, silver, etc. must be placed in the Carriage House garage upon delivery. These items may not be under the tent area at any other time than during rental hours.

SET UP/INSPECTIONS

For weekend rental, tents are to be erected on the Thursday prior to the event with inspections scheduled with the Danbury Building Department and the Fire Marshal's office no later than 3:00 pm on that same date. Tents must be taken down on Monday of the week following the event. If Monday is a holiday then the tent will be taken down on Tuesday following the event. No tent will be permitted to be taken down on the weekend. Tent installation and/or take down can start no earlier than 8:30 am.

For weekday rental, tents are to be erected prior to the event leaving sufficient time prior to the event for inspections to be scheduled with the Building Department and Fire Marshal's office.

PERMITS/REGULATIONS

User must obtain and provide the Tarrywile Authority office with a copy of the Building Permit for the tent no later than 14 days prior to the event, with a confirmation of scheduling of an inspection with the Building Department and Fire Marshal's office no later than 7 days prior to the event.

User/Contracted Tent Company must comply with all building Department and Fire Department regulations and codes concerning the erection and use of tent structures, including but not limited to tent capacities and the installation of the required number of exit and no smoking signs, fire extinguishers, and auxiliary lighting if the event is to take place at dusk. The Building Permit is to be properly displayed under the tent and should be protected by plastic coating to insure against water damage.

Tent use is allowed from May 1st through September 30th. Approval for tent use October 1st through April 30th will be given at the discretion of the staff after consultation with the Fire Marshal's office to ensure compliance with house capacities.

When hiring your caterer, DJ/Band and or Tent Company for an outdoor event, please keep in mind the electrical needs of all vendors. Each tent site has electrical outlets for such use but it is not an unlimited supply.

APPROVED CATERERS

Carriage House Events & Catering

Christopher Angione
(830)488-4343
carriagehousecatering.com

Clambakes/Caterers of CT

Ron & Terri Cohn
(203)736-7191
clambakesofct.com

Victorias Wood Fired Catering

Grace & Bruce Lyon
(203)994-2359
Victoriaswoodfiredpizza.com

Ciao! Two Steps Downtown Grille

Kayte Devine
(203)794-0032
ciaocateringtwosteps.com

West Wind

Elaina Mendes
(203)837-3936
westwindcatering.com

Gallucci's

Tony Gallucci
(203)942-2799
gallucciscatering.biz

Walsh Catering

Claire Walsh
(203)791-2288
walshcatering.com

PREFERRED VENDORS:

Pastry Chefs & Bakers

Monet Baking Company

Monica Banas
(203)826-9286
monetbakingcompany.com

Sweet Rewards

Kelly Lindquist
(203)775-9898
kellysweetrewards.wixsite.com/sweetrewards

American Pie Company

Pies & Specialty Dessert
(860)350-0662
americanpiecompany.com

PREFERRED VENDORS:

DJ's/Entertainment

James Daniel Entertainment

James Daniel
(203)969-2400
jamesdaniel.com

Sound Investment

Kirk Michaels
(203)775-2595
soundinvestment.com

Spin Doctor Entertainment

Dave Parks
(203)743-9944
spindoctorentertainment.com

PREFERRED VENDORS:

Florists

Custom Floral Designs

Diane Gaudett
(203)426-5949
dianegaudett.com

Alices Flower Shop

Kathleen
(203)792-2217
alicesflowershop.com

PREFERRED VENDORS: *Tent & Party Rentals*

All Season

Sarah & Dave
(203)790-7368
asrentals.net

Durants

(203)744-2295
durantsparty.com

PREFERRED VENDORS: *Photographers*

Keane Eye

Erica Keane
(203)313-9802
Keaneeye.org

Defining Studios

Roger Castinguay
(860)906-8099
Definingphotovideo.com

Modern Photographic

Dave Noonan
(203)947-4266
Modernphotographic.com

Adam Garelick Photography

Adan Garekucj
(917)450-1304
Adamgarelickphotography.com

Zack Wussow Media

Zack Wussow
(860)424-7529
Zackwussow.com

Autumn Studios

Jay & Lisa Weir
(203)794-0016
autumnstudios.com

PREFERRED VENDORS: *Overnight Accommodations*

Holiday Inn Express

89 Mill Plain Rd
Danbury, CT 06811
(203)205-0800
hiexpress.com

The Hilton Garden Inn

116 Mill Plain Rd
Danbury, CT 06811
(203)205-0200
gardenhilton.com/danbury

SpringHill Suites

39 Old Ridgebury Rd
Danbury, CT 06811
(203)744-7333
mariott.com

Crowne Plaza Hotel

18 Old Ridgebury Rd
Danbury, CT 06811
(203)744-7333
danburycrowneplaza.com

Ethan Allen Inn

21 Lake Ave. Ext.
Danbury, CT 06811
(203)744-1776
ethanallenhotel.com

Hotel Zero Degrees

15 Milestone Rd
Danbury, CT. 06810
(203)730-9200
hotelzerodegrees.com

The Hampton Inn

81 Newtown Rd
Danbury, CT 06810
(203)748-6677
hamptoninn.hilton.com

LaQuinta

116 Newtown Rd
Danbury, CT 06810
(203)792-3800
lq.com

Holiday Inn

80 Newtown Rd
Danbury, CT 06810
(203)792-0400
holidayinn.com

Courtyard by Marriott

3 Eagle Rd
Danbury, CT 06810
(203)730-2228
mariott.com

Quality Inn

78 Federal Rd
Danbury, CT 06810
(203)743-6701
qualityinn.com

PREFERRED VENDORS: *Bed & Breakfast*

Homestead Inn

5 Elm St.
New Milford, CT 06776
(860)354-4080
homesteadct.com

Heritage Inn

34 Bridge St.
New Milford, CT 06776
(860)350-3097
theheritageinnct.com

PREFERRED VENDORS: *Transportation Services*

Gregory Scott Limousine

(203)775-8663

Regency Limousine

(855)837-3618

Greenlight Limousine

(866)304-7366

House Supervisor Comment Sheet

Date of Event: _____

Party Name: _____

House Supervisor:

Arrival Time:

Departure Time:

Caterer:

Event Start Time:

Departure Time:

Caterer Signature:

Please make sure these tasks are complete before signing off on event, make sure that:

- All tables and chairs are in the proper area, tables in racks and chairs stacked no more than six
- All garbage has been taken to greenhouse dumpster, recyclables in proper dumpster
- Turn off all lights inside the **inside the Mansion, front door, veranda, Carriage House floods**
- Lock doors; **office, security hall**

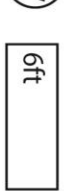
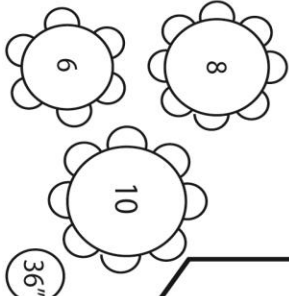
Comments/Problems/Repair Notes:

House Supervisor:

Caterer/Representative:

PLEASE NOTE: The House Supervisor performed only a general review of the House Rules and Regulations pertaining to adequate cleanup of the facility and damages to the facility and/or its' equipment and furnishings. The Tarrywile Park Authority and its' office staff will re-inspect the facility on the first business day after the event to determine any and all problems the House Supervisor may not have noticed and **contact the user accordingly regarding any charges that would be made against the security deposit.**

Available Furniture:
 2 - 72" round tables
 8 - 60" round tables
 6 - 48" round tables
 8 - 6' rectangle tables
 1 - 36" round table
 120 chairs



Available Extra Furniture

