



ASHLAND

The Henry Clay Estate

Grounds Rentals—Information and Guidelines

Rates

1 - 50 people: \$500

51-100 people: \$1,000

101-150 people: \$2,000

Optional Additions

Special Mansion Tour: \$250

Keeper's Cottage Use (First Floor Only): \$500

Friends of Ashland receive a 10% discount!

Maximum group size is 150. Due to limited lighting, evening rental is restricted to the hours between 5:30 and dusk, June-August. All events exceeding the agreed upon time limit will be subject to an additional \$250 charge per hour.

Tent

Ashland provides a 20' x 30' tent at no additional charge, provided the tent stays in its original location (near our Keeper's Cottage and formal garden). There is a \$200 charge to move the tent to another area on site as well as a charge of \$125 to put up the tent walls. Groups wishing to rent a larger tent must first have approval from Ashland for tent placement and then are responsible for arranging for rental and setup by an approved rental company. Note - maximum size for rented tent is: 40' x 60.'

Reservations and Deposit

To reserve the event date, a contract must be signed and **50% payment** of the rental fee is due upon contract signing. The balance is due five business days prior to the event along with a **\$500 security deposit**. Assuming no damage to the property and adherence to the contract terms, the damage deposit will be refunded within five business days after the event. If the

lessee cancels the event within two months of the even date, a full refund will be applied. If the lessee cancels one month from the event date, the lessor will retain the rental deposit. If the lessee cancels within five days prior to the event, the lessor retains the full amount of the rental along with the security deposit.

Rentals, Decorations, and Parking

The lessee is responsible for rental of larger tent, tables, chairs, catering, decorations, music, etc. Ashland is not responsible for any rented items and provides the grounds only. There is also no security provided for rented items. Leaving any items on site prior to the event is done at lessee's own risk.

No decorations may be attached to any trees, buildings, or other structures on site. Free standing decorations are allowed in designated rental area only.

For groups over 50 people, the lessee is responsible for providing a parking attendant to be on site 30 minutes prior to the start of the event until 30 minutes after it has started.

Optional Mansion Tour

The mansion may be made available for touring for an additional \$250. It is only available during the first hour of the event. For large groups of 50 or more guests, touring will be done in an open house format with docents available to answer questions throughout the house. For smaller groups, individual private tours may be arranged for \$9 per person. You must contact Tour & Education Coordinator, Jackie Frost (jfrost@henryclay.org) at least two weeks in advance to make arrangements. Food, drink, and photography are not allowed in the mansion.

Catering and Music Regulations

Because Ashland is located in a historic residential neighborhood, **only non-amplified music is allowed** and must be kept within the legal limits of the City Noise Ordinance. Acoustic music is permitted.

The use of a licensed caterer is required. There are no kitchen facilities available on site. All food being served must be prepared off-site and all trash removed from site by the caterer. All clean-up must be done no later than one hour after the end of the event unless otherwise agreed to in writing. Catering and rental equipment vehicles will not be permitted to drive on the grounds, only on paved driveways and grass-crete areas.

Formal Garden Policy

Though the formal garden is not available to rent, it can be made available for your group's guests to visit while at Ashland. Bicycles, dogs, and picnics are not allowed in the garden. Any children visiting the garden must be supervised by an adult.