Ravenswood Mansion Alcoholic Beverages Policy

- ❖ Alcoholic beverages may be served only by ABC licensed bartenders. A copy of the bartenders ABC license must be submitted to the City.
- A copy of the off-site liquor license is to be provided with all of the final paperwork to the City of Brentwood by the catering company supplying the alcohol.
- ❖ The lessee is responsible for adhering to all state and local regulations governing the serving and consumption of alcoholic beverages.
- ❖ The lessee is responsible for the actions of all guests. Alcohol must be used responsibly. A designated person (caterer representative, bartender or other responsible adult) must be identified as the person responsible for assuring that the serving and consumption of alcoholic beverages is carried out responsibly and in accordance with this policy and all applicable regulations. This person must designate non-drinking drivers when needed or call a taxi service if necessary.
- ❖ Champagne fountains and beer kegs are not permitted inside the house.
- ❖ Beverages must be served in a glass or cup. Drinking from cans or bottles is prohibited.
- ❖ No alcoholic beverages may be brought onto the premises or taken from the premises by guests.
- ❖ Alcoholic beverages may be served or consumed only during event hours.
- ❖ The sale of alcoholic beverages is prohibited.
- All bars must be closed one hour before the end of the rental period. City of Brentwood personnel have the authority to close a bar at any time if deemed necessary for the safety of guests and protection of the house.

Ravenswood Mansion Caterer Policy

- * All personal and rental property must be delivered and picked up within the confines of the rental period unless prior arrangements have been made.
- Moving of furniture is strictly prohibited due to the historic nature of the furnishings and the original wooden floors.
- ❖ When bringing in and removing equipment from house, use the kitchen door only.
- * No parking or driving on grass for any reason.
- ❖ Beverages must be served in a glass or cup. Drinking from cans or bottles is prohibited.
- * Basic supplies (trash bags, paper towels, etc.) are not furnished by the City and must be brought to the house.
- * There is **NO** garbage disposal; please do not put food in the sinks/drains.
- ❖ All trash must be in trash bags and placed in the in the containers provided in the fenced in area at the rear of the house.
- No decorations (including wreaths, bows, or posters) may be attached to walls, woodwork, doors, windows or ceiling inside or outside of the house.
- ❖ The use of candles is not permitted inside the house.
- All outdoor candles must be enclosed in a glass container and must be votive or pillar candles. No liquid fuel candles are permitted. No flame of any kind, (other than described above), is allowed on the premises.
- ❖ The spaces used by the caterer must be returned to the condition in which it was found.

If you have any questions regarding these rules, please call 371-0060.

Ravenswood Mansion Decorator/Florist Policy

- * All personal and rental property must be delivered and picked up within the confines of the rental period unless prior arrangements have been made.
- Moving of furniture is strictly prohibited due to the historic nature of the furnishings and the original wooden floors.
- ❖ When bringing in and removing equipment from house, use the kitchen door only.
- No decorations (including wreaths, bows, or posters) may be attached to walls, woodwork, doors, windows or ceiling inside or outside of the house.
- ❖ All furniture must be protected when using live flowers.
- ❖ The use of candles is not permitted inside the house.
- All outdoor candles must be enclosed in a glass container and must be votive or pillar candles. No liquid fuel candles are permitted. No flame of any kind, (other than described above), is allowed on the premises.
- * No parking or driving on grass for any reason.
- ❖ All trash must be in trash bags and placed in the in the containers provided in the fenced in area at the rear of the house.
- The spaces used by the decorator/florist must be returned to the condition in which it was found