Ravenswood Mansion Damage Deposit Form

Lessee	's Name Date of Event
Lessee'	s Representative (if Lessee is not an individual)
Addres	s Phone
Email 1	Address
Please	is responsible for returning the grounds and facility to the condition in which they were found. read the following items. Failure to comply with these items may result in forfeiture of the Deposit at the sole discretion of the City of Brentwood.
1)	<u>Rental & Personal Items:</u> All personal and rental property including tents must be delivered and picked up within the confines of the rental period unless prior arrangements have been made. The City of Brentwood is not responsible for personal or rental items.
2)	<u>Moving Furniture:</u> Moving of furniture is strictly prohibited due to the historic nature of the furnishings and the original wooden floors
3)	<u>Parking:</u> Parking is not allowed in the driveway, grass/yard or street. Parking is limited to the adjacent parking area. The driveway should only be used to drop off guests. Please have someone in front of the house at all necessary times to direct guests to parking area. (Remind caterers, rental and tent companies not to drive in the yard).
4)	<u>Tents:</u> Must be in designated area. Verify proper location before tents are erected.
5)	<u>Dancing/Bands:</u> To prevent damage to the original wood floors, no dancing, DJ's or bands are allowed inside the house.
6)	<u>Decorations:</u> No candles are allowed inside the house. Decorations cannot be attached to the property. Please see Decorator Policy.
7)	<u>Fireworks (Including Sparklers):</u> The use of fireworks is prohibited in the City of Brentwood.
8)	<u>Caterer:</u> The caterer is responsible for cleaning the space used. There is not a garbage disposal. All trash must be in trash bags and placed in the fenced area at the rear of house. Please see Caterer Policy.
9)	<u>Trash left in House or Yard:</u> All trash is to be placed in the trash cans located at the back of the house.
	ove terms and conditions are agreed to and accepted by Lessee. Executed at Brentwood, see, thisday of, 20,
Printed	! Name:
Signati	ure: