



Filoli Rental Policies & Vendor List

Contracts & Payment:

Dates can only be guaranteed when a contract has been signed and a deposit has been made. A credit card will also be submitted for any damages that may occur during your event. Assuming no damages incurred, the deposit will be used as a credit toward your final bill.

Rental Guidelines:

- The renter must identify one Event Coordinator as the sole contact for Filoli for the event. The Event Coordinator must be on site for the entire duration of the event or they will need to delegate a specific on-site contact and decision maker in advance.
 - a) Wedding rentals require a professional event planner to be Filoli's primary point of contact.
 - b) Wedding Rentals require a proposal from one of Filoli's approved caterers prior to event rental contract approval to assure client understands the full scope of cost.
- Rental agreements cannot be transferred or re-assigned.
- Clients must have a proposal from one of our exclusive catering partners to understand the cost of their event prior to booking.
- Only Filoli approved caterers may be used. See Appendix A for full list.
- Only Filoli approved tenting partners may be used. See Appendix B for vendor contact information.
- Unless approved in advance by the Events Manager, the renter's activities may not infringe on the experience of other guests at Filoli.
 - Amplified sound during public hours is not permitted
 - Acoustic music may be allowed with advance approval of the Events Manager
- Filoli reserves the right to host special exhibitions and make alterations to the property without advance notification to the renter.
- All renters are subject to the Filoli Property Use Guidelines provided on their contract.
- Only white wine or other clear beverages may be served in the historic house. Red wine and other dark beverages are allowed in the gardens and Garden House with prior notification to Filoli's Events Manager.
- Trained animals with professional handlers are allowed with advance approval of the Events Manager.
- SMOKING is strictly prohibited anywhere the property.

- Open flames are strictly prohibited inside all buildings.
- Contained propane heaters and propane stoves are allowed in outdoor areas with prior approval from Events Manager.
- Wood burning or charcoal stoves/BBQs of any kind are prohibited.

Display, Decorations, and Audio/Visual Equipment:

1. Only Filoli approved lighting and tenting vendors may be used unless otherwise approved by Events Manager.
2. The Filoli Events Manager must approve all displays and/or decoration proposed by client, in advance, and are subject but not limited to the following conditions:
 - a) No tape, nails, tacks or pins may be placed on any walls or flat surfaces.
 - b) No glitter, confetti, or rice.
 - c) No Mylar balloons may be used. Only biodegradable latex balloons are permitted.
 - d) All outside plants or flowers must be professionally treated to prevent spread of disease or infestation. Plants and flowers from home gardens are not allowed.
3. All decorations must be removed at the end of the event. If decorations are left after the conclusion of the event, client will be charged a \$250 cleaning fee.
4. Ballroom
 - a. If you plan to have dancing, a rented dancefloor is required for floor protection.
5. Pool
 - a. If swimming in the pool during your rental, a certified lifeguard is required. This lifeguard must be on duty at all times during your event. See Appendix B for our preferred lifeguard vendor.
 - b. If swimming in the pool, glass is not allowed. Plastic cups are required for the safety of your guests.
6. Any damage caused to the premises by client or vendors including but not limited to lawns, brick, fencing, or audio/visual equipment will be the responsibility of the client. In the event of damages, Filoli's Facilities, Horticulture, or Collections Departments will provide an invoice for repair within 14 days of the incident.
7. Candles within holders may be used in outdoor areas.

Floorplans:

1. If furniture or tenting of any kind is to be used in a rented space, indoor or outdoor, a floorplan must be submitted to the Events Manager no later than 7 days prior to your event.

Inclement Weather:

1. If renting an outdoor space, a backup plan for rain or inclement weather must be approved by the Events Manager.

Guest Count

- I. Final guest count is due no later than 7 days prior to your event.

Contracted Services:

- I. The Filoli Events Manager must approve any Third Party Services contracted by the Client in advance. Any damage to the premises caused by the Client's contracted services will be the responsibility of the Client.

Insurance:

- I. A current certificate of commercial general liability insurance (or other comparable broad form general liability coverage for bodily injury, personal injury, and property damage claims) in the amount of \$1,000,000 is required. It must be issued by a provider licensed to do business in the State of California and must cover all additional insured listed in Filoli's Rental Agreement.
2. All outside vendors hired by renter to work on Filoli Property must also provide general liability insurance for a minimum of \$1,000,000. This includes caterers, rental companies, and entertainers. Additionally insured should include **FILOLI CENTER and The National Trust for Historic Preservation**.
3. The organization or individual renting Filoli must agree, in writing, to hold, **Filoli Center and the National Trust for Historic Preservation** harmless against any claims or expenses that result from their work at Filoli.

Excused Non-Performance (Force Majeure):

- I. Filoli assumes no responsibility for any liability that may arise from the use of the property or equipment, or any failure or cancellation of service due to an act of nature, civil unrest, or other cause beyond our reasonable control (including any mechanical, electronic, or communications failure).

Cancellation:

- I. Filoli has a graduated cancellation policy, as follows:
 - a) Cancellation 30+ days prior to the contracted event date: Deposit can be used as a credit toward a future event.
 - b) Cancellation 29 days to 7 days prior to event: Deposit is forfeited.
 - c) Cancellation less than 7 days prior to event: Full contracted rental fee will be charged.

Overtime:

- I. In the event of overtime, client will need verbal approval from Filoli's on-site representative to extend their rental time. Overtime fees are as follows:
 - a) \$500 for every 30 minutes after scheduled event end time.

2. In the event of overtime, accrued balance is due within 48 hours of event completion.

Payment:

1. The Client will designate, prior to the event, the contact whom all charges will be presented. The non-refundable final payment, made payable to Filoli Center, is accepted in the form of check, ACH, Visa, or Mastercard.
2. Deposit is due upon booking.
3. Final payment is due on or before date of event.
4. In the event of overtime, accrued balance is due within 48 hours of event completion.

Appendix A

Approved Caterers

Paula LeDuc Fine Catering \$\$\$\$

Filoli Contact: Casey Burke

Email: Casey@paulaleduc.com

Phone: 510.229.5439

Melons Catering \$\$-\$\$\$

Filoli Contact: Sheldon Sloan

Email: ssloan@melonscatering.com

Phone: 650.583.1756

Taste Catering \$\$\$

Filoli Contact: Christopher Lee

Email: christopher@tastecatering.com

Phone: 415.550.6464

The Town Kitchen \$-\$\$

Filoli Contact: Renee Schouten

Email: renee@thetownkitchen.com

Phone: 415.999.9694

Appendix B

Other Approved Vendors

TENTING & FURNITURE RENTALS

Hensley Event Resources - *Tenting &*

Furniture Rental

Filoli Contact: Ryan Aldridge

Email: ryan@hensleyeventresources.com

Phone: 650.732.0357

Exclusive tenting vendor

Bright - *Tenting & Furniture Rental*

Filoli Contact: Elena Newby

Email: ENewby@bright.com

Phone: 415.570.0470

Exclusive tenting vendor

Theoni – *Furniture & Tabletop Rentals*

Filoli Contact: James Sims

Email: james@theoncollection.com

Phone: 415.447.0503

Found – *Furniture & Tabletop Rentals*

Filoli Contact: Mike Harrahill

Email: mike@foundrentals.com

Phone: 510.473-8419

FLORISTS

Blossoms – *Florist*

Filoli Contact: Denise or Regina

Email: info@blossomssanmateo.com

Phone: 650.574.1625

Ah Sam - *Florist*

Email: sales@ahsam.com

Phone: 650.249.6979

Cherries Flowers – *Florist*

Filoli Contact: Katherine

Email: katherine@cherriesflowers.com

Phone: 415.441.0310

LIGHTING & AUDIO/VISUAL

Got Light – *Lighting & Audio/Visual*

Email: design@got-light.com

Phone: 415.863.4300

Sound Image – *Lighting & Audio/Visual*

Filoli Contact: Derek VanOrd

Email: dvanord@sound-image.com

Phone: 510.606.8809

JK Sound - *Audio/Visual*

Filoli Contact: Chris Campanella

Email: chris@jksound.com

Phone: 415.826.6864

OTHER

Killer Creations – *Photography &*

Cinematography

Filoli Contact: Mike

Email: Mike.Peraino@KillerCreations.net

Phone: 734.634.3880

All About Parking – *Valet (buy-outs only)*

Filoli Contact: Alex Varnava

Email: avarnava@allaboutparking.com

Phone: 650.508.8886

Ivy Entertainment – *Music*

Filoli Contact: Matt Roads

Email: matt@ivyhillentertainment.com

Phone: 925-518-3190

Happy Swimmers – *Lifeguard for pool rentals*

Inquiries taken through their website