



## **CSCP Facility Rental Frequently Asked Questions**

### **What *days and times* are available?**

- The facility is available on holidays, all day on Fridays, Saturdays after 3pm, and all day on Sundays. Other days and times are occasionally available; please inquire about a particular date.
- Renters should be aware that Fairmount Park has 1 a.m. curfew.
- To check availability, please contact Alexis Lubianetsky: [alubianetsky@cancersupport-phila.org](mailto:alubianetsky@cancersupport-phila.org).

### **Can I use my own *caterer*, or bring in my own food and beverages?**

- You are welcome to use a professional caterer of your choice or bring your own food and beverages.
- If you wish to use stoves, grills, or any of our kitchen appliances, we require that you obtain \$500,000 worth of special event liability insurance, which may be obtained through your personal insurance company or we can provide you with a contact that has secured special events coverage for other people who have rented our facility in the past.

### **Can I serve *alcohol*?**

- Yes, as long as you add liquor liability to your insurance, which typically is available for a small additional fee.
- You do not need a license to *serve* alcohol. A liquor license is only necessary if alcohol will be *sold* at your function.

### **What is the *capacity*?**

- The barn can accommodate
  - 80 people for theater-style programs
  - 60 people for banquets
- The patio can accommodate an additional 50 people for banquet seating
- A clearing suitable for a tent (not included in rental) can accommodate up to 500 people

### **What *furniture and equipment* is available?**

- Approximately 30 arm chairs and 70 folding chairs are available for your use
- A variety of different table sizes are available for your use
- Podium
- Projector and projection screen
- CD player and speakers



**Do you have a list of *vendors* that you could recommend?**

- Although we do not require, recommend, or endorse specific vendors, we are happy to provide you with a list of vendors who have previously provided services at our facility. Please contact us for the vendor list.

**How much *parking* space is available?**

- There are 24 spaces in the parking lot closest to the Ridgeland Mansion and 6 spaces (including two handicapped spaces) on the front circle. There are an additional 20 parking spaces along the driveway from the Sheep Barn.
- For larger events, please contact the Fairmount Park Special Events Office at 215-685-0060 to determine whether the public lot across Chamounix Drive is available.

**How do I *reserve* a date, and what *documents* are required?**

- To reserve a date, we require a security deposit of \$250 plus a non-refundable 50% deposit of the rental fee. The balance the rental fee is due 30 days prior to the rental.
- We require proof of \$500,000 worth of event liability insurance if you use a professional caterer or if you plan to use cooking equipment. If you plan to use alcohol, we also require proof of liquor liability insurance.
  - Many professional caterers already carry this insurance.

**When can I *set up*, and what *decorations* are permitted?**

- You may set up (or stow away) any of the folding tables and chairs in the main room and in the small back room.
- You may decorate the barn and grounds in any manner; however, holes and hooks in walls are unacceptable. Renters will be financially responsible for any damages to the property. Renters are responsible for removing all garbage from the property.

**I am planning to hold my event outdoors. What do you suggest in the case of inclement *weather*?**

- The barn can accommodate seating for up to 80 people and banquet style for up to 60 people indoors.
- Some people prefer to rent and set up a tent in case of inclement weather.

**Will a *staff* person be available during my event?**

- Yes. The caretaker of the property will be onsite to unlock the barn and answer any questions you might have during the event.
- The staff person in charge of rentals will also be available by phone. (Details will be sent to you prior to the event.)



**Can I see *photos* of the buildings and grounds?**

- If you have not already done so, you can visit our website at <http://www.cancersupport-phila.org/facility.htm>.
- See the “Rental Event Photos” link for more pictures of previous events held at Ridgeland.
- If you would like to send us photos of your event, we would love to post them on our website.

**How do I make an appointment to *visit* the building and grounds?**

- A staff member is often on available Monday through Friday from 9:00 to 5:00 to meet with you and show you the building and grounds. Other times can be arranged if necessary. Please contact Alexis Lubianetsky to schedule an appointment: [alubianetsky@cancersupport-phila.org](mailto:alubianetsky@cancersupport-phila.org).

**Do I need to arrange for *security*?**

- We do not require or provide a security guard. However, the Ridgeland Mansion and surround campus are part of a public park. Renters are responsible for arranging a security presence if desired. Please contact us if you’d like the information for the security services that have been used in the past.

**What is your *cancellation* policy?**

- If the client cancels the event, the following cancellation fees will apply in addition to the non-refundable deposit:
  - 30 – 60 days prior to event: 25% of balance due
  - 10 – 29 days prior to event: 50% of balance due
  - 0 – 9 days prior to event: 100% of balance due