



Special Events at

Pasadena
MUSEUM
OF HISTORY



470 W. Walnut Street, Pasadena, CA 91103 ~ 626.600.1661 ~ 626.577.1660 ~ specialevents@pasadenahistory.org
www.pasadenahistory.org



Your Wedding at the Fenyes Estate Garden

Location

Thank you for considering the Fenyes Estate Garden as the location for your wedding ceremony. Pasadena Museum of History is located on a two-acre property on the corner of Orange Grove Boulevard and West Walnut Street in Pasadena. The complex includes the historic Beaux Arts style Fenyes Mansion and Gardens, the History Center, and the Curtin House. Renters and their guests are reminded that the Fenyes Mansion is a historic site, which has been preserved for the benefit of present and future generations, and thus must be treated with respect.

You are invited to take a self-guided tour of the grounds daily from 9 am to 5 pm.

Capacity

The garden has a capacity of 200 guests.

Fees

The rental fee for the Fenyes Estate Garden is \$4,500*. A non-refundable deposit of \$1,000 (deducted from total) is due along with a signed copy of the Facility Use Rules and Regulations and Rental agreement. The balance (\$3,500) is due sixty days prior to your event.

An additional refundable \$1,000 damage deposit is also due at the time of booking. The damage deposit will be returned thirty days after your event if the site is left in original condition.

Insurance

A certificate of \$1,000,000 general liability insurance, naming the Pasadena Museum of History as additionally insured is due sixty (60) days prior to the date of the event. Such insurance can usually be purchased through your homeowner's insurance or online from various companies such as www.wedsafe.com.

Dates & Times

Please check with the PMH designated representative regarding date availability. The date of your special event will not be held until your signed Facility Use Agreement, non-refundable deposit, and your damage deposit has been received by PMH.

Your event must be concluded by 10:00 pm and clean up must be completed and rentals and floral arrangements removed by 11:00 pm. PMH is open to the public Wednesdays through Sundays, Noon to 5 pm. Public tours of the interior of the Mansion may be given during PMH opening hours.

Photography & Videography

Fees for wedding photography and videography are waived with rental booking. Video equipment is limited to hand-held cameras only.

Sound & Music

Amplification is limited in the garden due to our location in a historic neighborhood. Horns, bagpipes, drums, and mariachis are not permitted on the PMH property. All musical entertainment, including live musicians or DJs, must be approved in advance by PMH.

Rentals & Ambiance

Deliveries will not be accepted by any PMH staff unless arrangements are made in advance.

Floral arrangements, draped fabric, and other decorations should be secured with floral wire, not tacks, nails, or any other material that might damage the property. If you would like to toss flower petals you will be responsible for their clean up at the conclusion of your event. Rice or confetti tossing is not allowed.

Limited path lighting is present on the grounds. Electricity is available in various areas throughout the Gardens (a total of eight 20-amp outlets) if you would like to provide additional and/or ambiance lighting.

Parking

Your rental includes non-exclusive access to the PMH parking lot as well as public street parking on West Walnut Street.

Rehearsal

An up to one-hour rehearsal may be scheduled in advance, dependent upon PMH's internal calendar. Please speak with the PMH designated representative if you would like to have a rehearsal and to book the date and time.

Restrooms

There is one male and one female restroom in the History Center off the PMH parking lot. Your rental fee includes janitorial services for post-event restroom cleaning.

PMH Representative & Event Coordination

During your event a PMH designated representative will be on-site to insure the safety of the guests and the site. Please arrange to have a professional event coordinator on site during your event. The coordinator's role is to be the liaison for your vendors and guests, to keep your event on schedule, and maintain the rules and regulations of the venue especially regarding monitoring sound levels. The coordinator must meet with the PMH designated representative at least 60 days prior to the event date.

PMH Membership

Your Garden rental includes a one-year tax-deductible membership to PMH.

Please see the Facility Rental Agreement or speak with the PMH designated representative for additional information and regulations.

**Fees are subject to change without notice.*

Pasadena Museum of History
2012 Facility Use Policy & Rental Agreement

Use of the Museum's buildings and gardens for special events must be consistent with Pasadena Museum of History's educational and cultural purposes. Precedence must be given to regularly scheduled programs and events offered by PMH, as well as events planned for the benefit of people or groups essential to PMH's operations (Trustees, members, volunteers, and staff). The facilities may be used for special events by outside users, provided that the user can comply with PMH's terms and conditions set forth in the Facility Use Policy.

I/We, the undersigned, have read and agreed to the above and the *Rules and Regulations of Pasadena Museum of History*, which are attached and made a part of this Facility Rental Agreement by reference. This agreement is not valid until a signed copy has been received by PMH.

I/We understand that the fee for access to the Fenyes Estate Garden is \$4,500. Access is available from 10 am to 11 pm, but the actual event time must not exceed six hours and must be concluded by 10 pm. A non-refundable deposit of \$1,000 (deducted from total) is due along with a signed copy of the Facility Use *Rules and Regulations* and this signed agreement. An additional refundable \$1,000 damage deposit is also due at the time of booking. The damage deposit will be returned thirty days after your event if the site is left in original condition. A certificate of liability insurance, naming the Pasadena Museum of History as additionally insured, along with the balance of the facility rental fee is due *sixty (60) days prior to the date of the event*. Please make checks out to Pasadena Museum of History.

EVENT

Event Date _____ Type of Event _____
Number of Attendees _____ Event Start Time _____

FEE

\$1,000 Non-Refundable Deposit Received On: _____ Payment Type: _____
\$1,000 Refundable Damage Deposit Received On: _____ Payment Type: _____
Balance Remaining: _____ Due on: _____

CONTACT INFORMATION

Primary Contact Name _____
Phone Number _____ Alternate Phone Number _____
Address _____ City _____ State ____ Zip Code _____
Bride's Name _____ Groom's Name _____

Client / Authorized Representative Date Pasadena Museum of History Representative Date

2012 Facility Use Rules and Regulations of Pasadena Museum of History

1. GUESTS

The capacity of the Fenyes Garden is limited to 200 guests. Additional guests must be approved in advance by PMH. In the event of non-compliance, PMH reserves the right to terminate the event. PMH and its staff are not responsible for any damage or loss to property while guests are on PMH property. **Initial X** _____

2. FEES & DEPOSITS

The \$4,500 fee is for the use of the Fenyes Garden and the bridal dressing room in the Curtin House from 10:00 am to 10:00 pm, and for security during the event. Fees are subject to change without notice. A non-refundable deposit of \$1,000, a damage deposit of \$1,000, and a signed copy of the Facility Use Agreement are required to reserve a date. Balance of the fee and proof of liability insurance for the event must be received by PMH sixty (60) days prior to the event. Damage Deposits will be returned within 30 days after the event (considering the premises are left in original condition; usual wear and tear from use is herein excepted) **Initial X** _____

3. CANCELLATION

The \$1,000 deposit is non-refundable under all circumstances. All cancellations must be made in writing and dated by the lessee. Our cancellation refund policy is as follows: Cancellations six (6) months or more prior to the event will receive a refund of the rental fee and the Damage Deposit. Cancellations made between six (6) months and sixty (60) days prior to the event will receive a refund of the rental fee less \$1,000. There are no refunds for cancellations made 59 days or less to the date of the event. **PMH retains the option to cancel an event should the client fail to comply with any of the provisions contained in this Facility Use Agreement. Pasadena Museum of History reserves the right to cancel any event which might result in damage or harm to PMH, its staff, or patrons, or in case of emergency.** Under such circumstances, a representative from PMH will notify the client. It is the responsibility of the client to notify all vendors and service contractors associated with the event. **Initial X** _____

4. LIABILITY INSURANCE

It is the responsibility of the client to obtain \$1,000,000 general liability insurance, naming Pasadena Museum of History as additional insured. Proof of this insurance must be provided to PMH, 60 days prior to the event date, along with the balance of the facility rental fee. In requesting the use of PMH, you (or, your organization) agree to assume full financial liability and responsibility for any damage or loss of objects or property belonging to PMH and for any accident or injury incurred by you or your guests during or as a result of such use. You agree to be liable for all claims for personal injuries or property damage arising out of or relating to the function. You agree to indemnify and save harmless Pasadena Museum of History from and against any and all liability, loss, cost or expense including reasonable attorney's fees, arising out of any action or proceeding resulting from personal injury or accident or loss of or damage to property resulting from attendance and usage of this property by you, your members, agents, employees, agents or guests in connection with the function. **Initial X** _____

5. COORDINATOR

The client is responsible to provide a professional event coordinator who will be onsite during the entirety of the event. The coordinator must meet with PMH's designated representative at least 60 days prior to the event date. **Initial X** _____

2012 Facility Use Rules and Regulations of Pasadena Museum of History

6. BRIDAL DRESSING ROOM/CURTIN HOUSE

Use of the Curtin House Drawing Room is included in the fee. The client can arrange in advance for access to the room between 10:00 am to 10:00 pm as a bridal dressing area. There is no kitchen/catering space in the Curtin House; limited food and beverage is permitted. Lit candles, curling irons, smoking, fire, DJs and amplified sound are prohibited inside of the Curtin House. **Initial X** _____

7. CATERERS

Clients are encouraged to select a caterer from the PMH Preferred Vendor's list. Caterers must meet in advance with PMH's representative to review the guidelines, view the space, and present their required \$1,000,000 certificate of general liability insurance, naming PMH as additional insured. It is the responsibility of the client to inform the caterer that a catering kitchen is not available. Clients should instruct the caterer to provide adequate personnel as needed. Personnel for setting up, taking down, and service shall be provided by the caterer. Catering set-up location is to be approved, in advance, by a PMH representative and must be away from all plants and buildings. No furniture or objects belonging to PMH may be handled or moved. See also alcoholic beverages and clean up below. **Initial X** _____

8. RENTALS & DECORATIONS

All rentals are the responsibility of the client, however, PMH reserves the right to designate the location of any tents to reduce the impact on the grounds. It is the client's responsibility to organize the drop off up and pick up of all rental items between 10:00 am and 11:00 pm on the day of the event unless approved, in advance, by a PMH representative. Deliveries will not be accepted by PMH staff. Decorations, including floral arrangements, draped fabric, etc., are to be set in place by floral wire. The use of nails, tacks, or any other material that might damage the property is not permitted at any time. PMH is not responsible for floral items left on the property. It is the duty of the client to collect or arrange for the florist to collect all decorations, including floral arrangements, etc., by 11:00 pm on the event day **Initial X** _____

9. CLEAN UP/DAMAGES

It is the responsibility of the client to notify responsible parties that all trash must be bagged and placed in the dumpsters located near the Curtin House or at the parking lot the end of the event. Dumping of ice, ashes, oil, debris, etc., on landscape, is prohibited. It is the duty of the client to ensure all decorations, including floral arrangements, rented equipment, etc. is removed from the property by 11:00 pm on the day of the rental. The client is expected to ensure that the clean-up is completed by 11:00 pm. If clean-up is not completed within the time allowed, PMH will perform the necessary clean-up and charge the clients accordingly, and/or deduct moneys out of the damage deposit. If there is any damage done to PMH property by any parties associated with the client and/or event, PMH will charge the clients accordingly. PMH reserves the right, in its discretion, to declare a forfeiture of the damage deposit in the event of violation of PMH's Rules and Regulations, or violation of this Agreement. Any such forfeiture shall not affect Client's liability for any additional damages occasioned by such violation. If event goes beyond end time set forth in these guidelines, any fraction of an hour, the damage deposit will be forfeited including any other monies due and event terminated, unless additional fees are paid prior to the event date. The rental fee includes post-event restroom cleaning. **Initial X** _____

10. SECURITY

On-site security is required and is included in the rental fee. It is the duty of the security officer to enforce the Rules and Regulations and the provisions of this Agreement, including sound limitations and alcohol regulations for the safety of the guests and the property. Clients should advise PMH of any unusual or special needs for security. Personal items are the responsibility of the client. PMH is not responsible for any items brought onto the property by the client or guests. Initial X _____

11. ALCOHOLIC BEVERAGES

All alcoholic beverages for consumption on the premises of PMH must be purchased through a licensed caterer or vendor with proof of valid liquor liability insurance. All bartenders and personnel handling service of alcoholic beverages are to be provided by a caterer or licensed provider and must be advised not to serve a minor (under the age of 21 years by California Law) or anyone showing signs of inebriation. Such personnel should be advised that they are subject to both arrest and fine if convicted in the State of California on such charges. PMH reserves the right to require the removal of anyone inebriated or behaving in an objectionable or destructive manner. If these rules are not followed, under California regulations, PMH staff is required to close down the event. Clients and their guests must be advised that opened alcoholic beverages may not be brought onto or removed from the premises by clients or guests. Any unconsumed wines, beer or liquor, including unopened bottles, must be removed from the premises by the caterer or authorized purchaser. Initial X _____

12. SOUND & MUSIC

The use of amplified sound is **limited** on PMH property. Acoustic music, including flute, clarinet, acoustic guitar, or other string instruments, is permitted as well as a keyboard and small amplifier. Horns, bagpipes, drums, and mariachis are NOT permitted on PMH property. All musical entertainment, including live musicians or DJs, must be approved in advance by PMH. It is the responsibility of the client to inform any amplified sound professional that they must contact PMH prior to the event to review the sound guidelines. Musical entertainment professionals must sign and abide by the separate *Facility Use Sound & Music Rules and Regulation*. **No DJs or amplified musical entertainment professionals will be allowed on PMH property unless approved in advance by PMH.** Additionally, PMH reserves the right to hire a sound technician. Fees for the sound technician will be assessed as an additional fee to the client. Measures must be taken on the day of the event to insure that the amplified sound is not heard beyond the perimeter of PMH property. All amplified sound must terminate at 10:00 pm. **In accordance with Chapter 9.36, titled Noise Restrictions, which contains the noise regulations of the City of Pasadena, ambient noise (including music, loud conversations, and the like) must not be heard beyond the perimeter of PMH property line.** In the event of non-compliance, PMH reserves the right to terminate the event. Initial X _____

13. FIRE REGULATIONS

In compliance with City of Pasadena fire regulations: (1.) Tables must be arranged a minimum of 6 feet apart to ensure the free flow of traffic; (2.) Flammable materials are not to be used on the premises including Christmas trees and straw; (3.) Smoking is restricted to outdoor smoking areas and is prohibited inside any structure; (4.) The client must abide by all candle guidelines as issued by the City of Pasadena Fire Department. Under no circumstance can candles or open flame be placed inside any structure, in walkways, or lawn. Initial X _____

14. PARKING

Guests may park in PMH’s parking lot (26 spaces) at no charge. Additional public parking (approximately 50 spaces) is available on West Walnut Street. PMH is not responsible for outside events that may affect parking availability. Valet services are recommended. If a valet company is used, they are required to provide \$1,000,000 certificate of general liability insurance, naming the Pasadena Museum of History as additional insured, 30 days before the event. The City of Pasadena requires valets to have an operator’s permit on file with the city. Prior to the start of the event, vendors are permitted to unload any rentals, equipment, food, flowers, etc., at the driveway located off of Orange Grove Blvd. Vehicles should be moved once they have been unloaded and are not permitted to block the driveway at any time. It is the sole responsibility of the client to inform service contractors of these guidelines **Initial X** _____

15. UNCONTROLLABLE CIRCUMSTANCES

Please note that the Pasadena Museum of History is an outdoor venue and should be considered as such. The PMH is not responsible for uncontrollable circumstances such as other local events, weather, “acts of God” or the like, including but not limited to tree droppings, unexpected visits from animals, insects, birds, or the like. In the case of weather conditions, it is the sole responsibility of the client for the rental of a tent for protection against climatic elements such as rain or extreme sun, if necessary. PMH reserves the right to designate the location of any tents to reduce the impact on the grounds. PMH is not responsible for outside events that may affect outdoor events, noise levels, and/or parking availability. It is the duty of the client to check public calendars for events that may impact their event. The client is also responsible for special arrangements for parking, if necessary. **Initial X** _____

16. The Rules and Regulations for the Pasadena Museum of History are subject to change without notice. **Initial X** _____

*I/We the undersigned have read and agree to the above Facility Use Agreement for the Pasadena Museum of History. I/We understand that this agreement is not valid unless a signed copy has been received by PMH. A **non-refundable** deposit of \$1,000 and an additional refundable \$1,000 damage deposit must be received at the time of booking.*

I/We understand that these guidelines are to be strictly followed by all parties associated with event, pending further disciplinary action. PMH is not responsible for the actions of any party involved with the specified event.

Client / Authorized Representative

Date

Pasadena Museum of History Designated Representative

Date

Special Event Map for
Pasadena
 MUSEUM
 OF HISTORY

Pasadena Museum of History
 470 W. Walnut Street
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WALNUT ST.

Museum
 Galleries
 and
 History
 Center

Rest
 Rooms

Museum
 Store

Guest Parking
 30 spaces

(Additional Parking
 on Walnut)

Giddings
 Conference Room

Map not to scale



ORANGE GROVE BLVD.

Rest Rooms

Cooking Area

Gift Table

Guest Book

Finnish
 Folk Art
 Museum

**Fenyés
 Mansion**

Beaux Arts (1906)

Robert D. Fenyés
 Sylvanus Mason (1911)

Ceremony
 Site

Bride's Path

D.J.
 Dance Floor

Vendor Access Driveway
 160 Orange Grove Blvd.

134 / 210
 Freeway



Curtin House
 (Bride's Dressing
 Room)

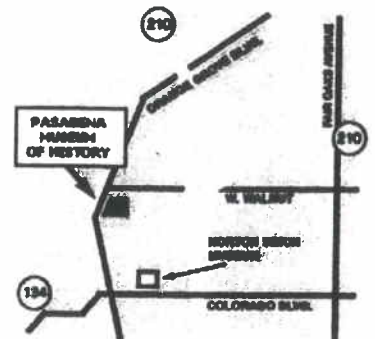
Patio

Caterer
 Area

Dumpster

Kensington Place

NOTES



Pasadena Museum of History
Preferred Vendor List

Catering

Castle Catering Ron Hobbs 626.792.4444 www.castlecatering.net

Claud & Co. Catering 626.675.5784 www.claudandco.com

Event Professionals 323.441.9900 www.areyougettingmarried.com (also offers coordination)

Made by Meg Meg Hall 310.999.8770 www.MegHall.com

Patina Catering Johannes Masserer 213.814.3049 www.patinagroup.com

Coordination

A Ceremony of the Heart Mary Jean Valente 323.650.3020 www.CeremonyoftheHeart.com

Grand Affair Carolyn Mason 310.962.7649 www.grandaffair.net

Hellenic Design Georgia Covell 800.838.7597 www.hdeventplanning.com

Miller Hawkins Productions Jill Hawkins 626.791.1225 www.amillerhawkinsproduction.com

Tamrish Event Design Hoofrish Patel 626.275.4599 www.tamrish.com

Fine Stationery

Carmody & Co. 626.795.2924 www.carmodynco.com

Social Savvy 626.449.4440 www.social-savvy.com

Florists

Margit Holakoui Floral & Event Design 626.358.8388 www.margitholakouiflorist.com

Mary Falkingham Floral Design 626.794.5443 www.maryfalkinham.com

Lighting

Ambiance Party Lighting Foster Denker 626.799.8656 www.ambiancelighting.biz

The Lighter Side Keith Brunsmann 310.338.8000 www.specialeventlighting.com

Officiant

Reverend Clint Hufft 323.936.9027 www.ReverendClint.com

Musical Entertainment

DJ Michael Sanchez 323.724.3440 original-d.j.sanchez@hotmail.com

Elegant Music Eric Zimmerman 626.797.1795 www.elegantmusic.com

Photography

eyegotchaphotography Eric Politzer 415.713.2391 www.eyegotcha.biz

Jen O'Sullivan 310-890-8174 www.jenosullivan.com

Rentals

Aloha Event Services Yuri Martinez 626.812.6978

A1 Party Rental 866.217.2789 www.a1partyrental.com

B.T.B. Event Productions David Fitzpatrick 714.415.3313 www.btbevents.com

Dolphin Party Rentals 626.795.5131 www.dolphinpartyrentals.com

Town & Country 626.795.7700 www.townandcountryeventrentals.com

Valet

Beverly Hills Best Valet Hugo Chavez 310.854.8881 www.valetpark.com

Jeffrey Valet 626.344.7187 www.jeffreyvalet.com

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