

**Shirley Place**  
**The Shirley-Eustis House and Isabella Stewart Gardner Carriage House**  
(617) 442-2275 - Fax: (617) 442-2270

**Public Use Regulations and Agreement**  
**(An example of what may be included on our contract)**

The Shirley-Eustis House and the Gardner Carriage House are historic buildings with many irreplaceable objects. We ask that you keep this in mind during your event. This agreement is designed to explain the guidelines established to preserve and protect the buildings while allowing controlled public use.

1. Only the carriage house is handicapped accessible.
2. There is no smoking anywhere in the buildings under any circumstances. A designated smoking area will be shown to visitors. No candles or open flames are allowed inside either building.
3. A designated representative of the Shirley-Eustis House Association will be at your event. If any questions or emergencies arise, please contact this person immediately. The number of staff depends on the number of attendees.
4. We cannot be responsible for the security of personal possessions. Please take the same precautions as you would in any large social gathering.
5. No guests wearing any heels will be admitted to either building. Flats and wedges are acceptable. The terrain is uneven and many stairs.
6. No furniture or objects may be moved without the permission of the Shirley-Eustis House representative. All objects, including plants, are the property of the Shirley-Eustis House Association. If any are removed or damaged, the renting party is liable and will be charged for their replacement value.
7. All flower arrangements and decorations must be approved by the Shirley-Eustis House representative. No adhesive tape can be used on walls. No nails or flat tacks in walls of main house. Push pins only in Carriage House and under the direction of the Executive Director.
8. Dancing is only permitted in the carriage house. No gambling is allowed. No sales or commercial transactions may take place.
9. All set-up and clean-up is the responsibility of the renting party. Trash must be removed.
10. For evening events, out of respect for our neighbors, the event cannot run past 9:00 p.m.

Catering and food service

1. Four hours is the minimum time usually allotted for a large scale event. The mansion and/or carriage house may be reserved for a total of seven hours, which includes two hours for deliveries and set-up, and one hour for clean-up. There are limited kitchen facilities in the mansion. There is a small kitchenette in the carriage house and a level loading-in area
2. No alcoholic beverages may be sold. A cash bar of any sort, including the sale of tickets, is not permitted. An insurance liability binder must be on file for any service of alcoholic beverages on the premises.
3. No "red foods" may be served (red wine, spaghetti sauce, cranberry juice, various berries). No foods may be consumed in the carpeted areas - the Dining Room and Drawing Room of the mansion. No foods that may stain. All Caterers must provide proof of liability insurance. We do not allow private caterers such as Mom or Aunt Hilda to provide the buffet or sit down meals. This also includes cake and hors d'oeuvres.
4. The caterer is responsible for cleaning the servicing, serving and bar areas. All rubbish, including bar rubbish, must be removed from the premises by the caterer or the renting party. If not, there will be a clean-up fee at \$100 minimum per hour.
5. Guests must receive a cocktail napkin with each drink and/or hors d'oeuvre. Bartenders are responsible for picking up empty glasses and napkins during the course of the event. Bartenders and catering staff are responsible for immediate removal of any spills.
6. The Renting Party is responsible for tables and chairs rental. We have limited access to tables and chairs.

\*\*\*\*\*

**Failure to follow these guidelines could result in cancellation of the event and could result in damages and costs assessed to the reserving party.**

The reserving party agrees to release the Shirley-Eustis House Association from all liability associated with or arising from this event. The reserving party agrees and covenants to indemnify the Shirley-Eustis House Association from any and all claims, damages, costs, expenses, lawsuits or liabilities that may arise as a result of the use of its property.

It is understood that the reserving party is absolutely and solely responsible for any and all damage that may occur as a result of the event planned. This responsibility extends to all servants, guests, hired help or similar persons involved in any damage to the property.