



**Filoli Center**  
 86 Cañada Road  
 Woodside, CA 94062  
 650.364.8300 x221 | [events@filoli.org](mailto:events@filoli.org)

## Facility Rental Agreement

<b>Client/Organization:</b> Terra Nova High School Pacifica	<b>Location:</b> Swimming Pool Lawn & Pool Pavilion Lawn
<b>Event Name:</b>	<b>Rental Fee:</b> \$3,750
<b>Date of Event:</b> Friday, May 6th, 2022	<b>Deposit:</b> \$1,875
<b>Event Time:</b> 7pm - 10pm	
<b>Pln Number of Guests:</b> up to 300	
 <b>Booking Contact:</b>	
<b>Booking Email:</b>	
<b>Booking Phone:</b>	
<b>Mailing Address of Client:</b>	
 <b>Planner Name (if applicable):</b>	<b>Filoli Events Contact:</b> Helene Dubuc Director of Events
<b>Planner Email (if applicable)</b>	

## Venue

<b>Event Time:</b>	7pm - 10pm
<b>Set-Up &amp; Tear Down Schedule:</b>	Schedule: Setup: 4pm-7pm Event: 7pm-10pm Tear Down: 10pm-12am
<b>Set-Up Style:</b>	Setup to be confirmed no later than 10 days prior to the Event's Date
<b>A/V Equipment:</b>	
<b>Set-Up Notes:</b>	Group must bring at least 10 security staff persons for the event spaces and the gate house.

## Fees

<b>Facility Rental:</b>	\$3,750
<b>Additional Fees (if applicable):</b>	
<b>Deposit:</b>	\$1,875
<b>Additional Info:</b>	

## Terms & Conditions

### General Rental Guidelines:

1. 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 the client understands the full scope of cost.
2. Rental agreements cannot be transferred or re-assigned.
3. **Only Filoli approved caterers may be used.**
4. **Only Filoli approved tenting partners may be used.**
5. Unless approved in advance by the Director of Events, the renter's activities may not infringe on the experience of other guests at Filoli.
6. Filoli reserves the right to host special exhibitions and make alterations to the property without advance notification to the renter.
7. All renters are subject to the Filoli Property Use Guidelines. See attachment at end of this document.
8. Only white wine or other clear beverages may be served in the house. Red wine and other dark beverages are allowed in the gardens with prior notification to Filoli's Events Manager.
9. Trained animals with professional handlers are allowed with advance approval of the Events Manager.
10. SMOKING is strictly prohibited anywhere on the property. A fee will be incurred if there is smoking during the facility rental. The smoke fee will be charged to the client as follows:
  - a) \$500 per instance
11. Open flames are strictly prohibited inside all buildings.
12. Contained propane heaters and propane stoves are allowed in outdoor areas with prior approval from Events Manager.
13. Wood burning stoves or charcoal barbecues of any kind are prohibited.
14. Candles in holders may be used in outdoor areas.

### Display, Decorations, and Audio/Visual Equipment:

1. Only Filoli approved lighting and tenting vendors may be used unless otherwise approved by the Director of Events.
2. The Filoli Director of Events 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, rice, or balloons may be used.
  - c) All outside plants or flowers must be professionally treated to prevent spread of disease or infestation. Plants and flowers from home gardens are not permitted.
3. All decorations must be removed at the end of the event. If decorations are left after the conclusion of the event, clients will be charged a \$250 cleaning fee.
4. 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 Maintenance, Horticulture, or Collections Departments will provide an invoice for repair within 14 days of the incident.

### Floorplans

1. If furniture or tenting of any kind is to be used in a rented space, indoor or outdoor, a floor plan must be submitted to the Events Manager no later than 10 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**

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

### **Contracted Services:**

1. 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:**

1. 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. Client shall, at Client's expense, obtain and keep in force at all times during the term of this Agreement a policy of: (a) Comprehensive General Liability Insurance providing for a minimum combined single limit liability of \$1,000,000 per occurrence and \$2,000,000 aggregate for injury and/or death and/or property coverage; (b) Workers' Compensation and Employers' Liability insurance, as well as other employment-related insurance, as may be required by Applicable Law in such amounts as are required by Applicable Law
3. All outside vendors hired by renter to work on Filoli Property must also provide general liability insurance for up to \$1,000,000. This includes caterers, rental companies, and entertainers. Additionally insured should include FILOLI CENTER and The National Trust for Historic Preservation.
4. 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.

### **Indemnification**

1. To the extent permitted by law, Filoli agrees to defend, indemnify, and hold Client harmless for claims, losses, and liabilities to the extent caused by Filoli for the breach of this Agreement, gross negligence and willful misconduct.
2. Client shall indemnify, defend and hold harmless Filoli, National Trust for Historic Preservation, their employees, contractors and agents, at the Client's sole expense, from and against any and all claims, actions, losses, damages, fines, taxes, penalties, settlements, attorneys' fees, cost or other monetary sums which may be incurred by Filoli, arising from, relating to, or in connection with any liability, acts, omissions of Client, Client's employees, agents, affiliates, or customers, that may arise out of, or related to this Agreement.

### **Excused Non-Performance (Force Majeure):**

1. 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:**

1. 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.

**COVID-19 Clause:**

In these ever changing times, Filoli recognizes that San Mateo County Health Orders can occur and affect facility rentals at Filoli. During the public health crisis surrounding COVID-19, if a mandate is created within San Mateo County that limits the size of social gatherings and impacts the event based on the number of attendees, the deposit may be refunded. The request must be sent to and approved by the Director of Events and Programs and in line with the health order or mandate that prevents the rental from occurring.

Requests to cancel that are not due to a San Mateo County Health Order, should review the "Cancellation" section above. The deposit will likely be transferred to a new date of the client's choosing.

**Overtime:**

1. In the event of overtime, the client will need verbal approval from Filoli's on-site representative to extend their rental time. Overtime fees are as follows:
  - b) \$500 for every 30 minutes after the 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 the date of the event.
4. In the event of overtime or other added fees, accrued balance is due within 48 hours of event completion.

**Acceptance:**

1. If the above meets with your approval, please initial where noted, and sign below. We look forward to having you as our guest!

**I have read, and agree to the terms stated above:**

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Release and Hold Harmless Agreement

In consideration of FILOLI permitting the undersigned to enter its property, located at 86 Cañada Road, Woodside, CA for the purpose of: \_\_\_\_\_, and for no other purpose without the written consent of FILOLI, the undersigned hereby agrees as follows:

The undersigned hereby releases FILOLI and the NATIONAL TRUST FOR HISTORIC PRESERVATION, its directors, officers, employees, members, and volunteers, and agents from any liability whatsoever for injury to, or damage to the property of the undersigned or anyone the undersigned shall bring on said property to work with or assist the undersigned by reason of the undersigned’s presence on said property, and further agrees to indemnify and hold harmless FILOLI and the NATIONAL TRUST FOR HISTORIC PRESERVATION of and from any damage to persons or property caused by the undersigned by reason of the undersigned’s presence on the property of FILOLI.

### Indemnification

1. To the extent permitted by law, Filoli agrees to defend, indemnify, and hold Client harmless for claims, losses, and liabilities to the extent caused by Filoli for the breach of this Agreement, gross negligence and willful misconduct.
2. Client shall indemnify, defend and hold harmless Filoli, National Trust for Historic Preservation, their employees, contractors and agents, at the Client’s sole expense, from and against any and all claims, actions, losses, damages, fines, taxes, penalties, settlements, attorneys’ fees, cost or other monetary sums which may be incurred by Filoli, arising from, relating to, or in connection with any liability, acts, omissions of Client, Client’s employees, agents, affiliates, or customers, that may arise out of, or related to this Agreement.

Signature:		Date:	
Event Name:		Organization Name:	Terra Nova High School Pacifica

## Payment Information

Filoli requires a credit card on file to secure your booking. Check the box below if you would like to use this payment method for your deposit and/or final payment.

<b>Name on Card:</b>	
<b>Card Number:</b> (Visa/MC only)	

<b>Expiration:</b>		<b>CVV:</b>	
<b>Billing Address:</b> (number, street, city, state, zip)			
<b>Would you like to use the card on file for your deposit and final payment?:</b>	<b>Yes:</b>	<b>No:</b>	



*A Site of the*  
**National Trust for  
Historic Preservation**

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## **Property Use Guidelines**

### **As of January 22, 2018**

The Filoli Property Use Guidelines are intended to be an overarching document to define property use and access for all parties – Staff, Volunteers, Visitors and Vendors. These guidelines are designed to ensure the safety of all parties, create an outstanding visitor experience, and protect the Filoli property. This document will be updated from time to time to address the ongoing changes at Filoli. This document supersedes all other policies and standards relating to property use.

### **Use of the House**

#### **Event Rentals in House:**

Portions of the House are available for special event rentals.

Allowable rentals include;

- Receptions
- Plated sit-down dinners in the Ballroom
- Indoor/Outdoor receptions and dinners
- Photography/Filming
- Presentations/Meetings

House rentals are only available *outside* of Filoli's regular visitation hours. Use guidelines vary depending on the location of rental.

#### General Guidelines for All Areas in the House:

- All food and drink will be prepared in designated areas outside of the House. Standard designated areas for catering are: Visitor Center Prep Room D, Main Courtyard, North Terrace, and Service Courtyard. Tents for food prep may be utilized in the outdoor garden areas.
- Menus must be approved in advance by Filoli representatives. Greasy, strong smelling, and highly colored foods should be avoided and may be denied.
- No collections items will be moved for event rentals. Special requests may be submitted to the Head Curator & Collections Manager for consideration.
- All occasional tables, chairs, decorations, etc. must be positioned a minimal distance equal to their height away from historic objects and walls so as to not cause damage if knocked over.
- All tables, chairs, etc., must have rubber tipped feet or a similar non-scratch treatment.
- No smoking or open flame of any kind is allowed in the House. All decorations must comply with the integrated pest management guidelines for the collections established by the Head Curator & Collections Manager.
- High intensity lighting must be evaluated for heat and emissions and be placed accordingly to avoid damage to collection objects.
- Additional protective measures may be required at the direction of the Head Curator & Collections Manager.
- Depending on the scope of the event, permits may be required.

- 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. In addition, they must agree to assume financial responsibility for any damage to the Filoli property caused by them or their agents. Prior to their visit, the organization must submit a certificate of insurance. Other documents may be required depending on the scope of the rental.

#### First Floor Excluding Ballroom - Maximum occupancy 450

- Acceptable Rental Uses
  - Receptions utilizing established public areas with guests experiencing the first floor exhibit areas of the house independently or part of a tour group.
  - Indoor/Outdoor events with guests experiencing the public areas of the first floor exhibit areas of the house along with a garden component
  - Commercial Filming/Photography (see guidelines specific to this use)
- Food Service
  - No food, passed or otherwise, is allowed in the public exhibit areas of the house.
  - White wine, Champagne, and water (both still and sparkling) are allowed within exhibit areas of the house.
  - Colored beverages (i.e. beer, rose wine, red wine, coffee, tea, hot chocolate, and colored cocktails, etc.) are strictly prohibited.
  - Pouring stations/bars must be located in designated areas with appropriate floor protection and mats. Champagne opening must be completed outside of the House.
- Music/Entertainment
  - Live musical entertainment is allowed at the discretion of Filoli staff. String quartets, acoustic performers, instrumentals, are generally accepted
  - All musical ensemble setups are subject to the same collections protection rules stated above and equipment requirements must be disclosed to Filoli staff before the event.
  - Non-musical performers are allowed at the discretion of Filoli staff.

#### Ballroom - Maximum occupancy 200

Banquet Rounds (seated) = 120

Banquet Rectangles (seated) = 100

Theater Seating = 160

Standing Reception = 180

- Acceptable Rental Uses
  - Seated Dinners
  - Receptions utilizing established public areas with guests experiencing the exhibit areas on the first floor of the House independently or part of a tour group
  - Indoor/Outdoor events with guests experiencing the exhibit areas on the first floor of the House along with a garden component
  - Commercial Filming/Photography (see guidelines specific to this use)
- Food Service
  - Food service, passed or plated, is allowed following the general guidelines above
    - Protective measures must be taken to protect floors, wall coverings, murals, paintings, objects, and draperies from spillage.
    - Holding room may not be used as a “bussing station” for events
  - All food preparation must take place in an outside tented area, in one of the service locations.
  - Only clear beverages (i.e. bottled water, sparkling water, white wine, champagne, clear cocktails {vodka / gin sodas} bottled water are allowed in the Ballroom.



- Colored beverages (i.e. beer, rose wine, red wine, coffee, tea, hot chocolate, and colored cocktails, etc.) are strictly prohibited.
- Pouring stations/bars must be located in designated areas or in approved locations with appropriate floor protection and mats. Possible locations include; holding room, main stairs/flower arranging room area. Champagne opening must be completed outside.
- Music/Entertainment
  - Live musical entertainment is allowed at the discretion of Filoli staff.
  - In addition to string quartets, acoustic performers, and instrumentals, amplified music is allowed in the ballroom utilizing the stage.
  - All musical ensemble setups are subject to the same collections protection rules stated above, and equipment requirements must be disclosed to Filoli staff before the event.
  - Non-musical performers are allowed at the discretion of Filoli staff.
- Access for suppliers, equipment, furniture, etc.
  - The 2 primary access points are the main courtyard entrance on the south side of the ballroom and the holding room entrance on the north side of the ballroom. Items requiring a ramp must use the holding room entrance.
  - Larger items may have to use the front door entrance due to narrow access points at primary entrances.
- Ballroom Specific Protective Measures
  - Floor protection is required for dancing and other high impact activities in the Ballroom.
- Restroom Access
  - There are two primary restrooms available on the First floor of the House, each connected to the holding rooms on either side of the entry foyer.

## **Use of the Garden**

### **Event Rentals in the Garden:**

Allowable rentals include:

- Receptions
- Seated lunches and dinner
- Indoor/Outdoor receptions
- Photography/Filming
- Presentations/Meetings

### **General Guidelines for All Areas in the Garden:**

- All food will be prepared in designated areas. Standard designated areas for catering are: Visitor Center Prep Room, Main Courtyard, North Terrace, Service Courtyard, Tennis Court, and behind the Garden Shop. Tents for food prep may be utilized in the outdoor garden areas.
- Lawn Protection
  - Flooring is required for all tents erected on lawns. Canopies with low impact activities are excluded.
  - Load in and out access utilizing lawns requires the use of Matrax interlocking turf protection system (or equivalent) installed prior to load in.
  - Tents, flooring, protection mats are allowed on lawns for a maximum of 4 days.
- Food preparation areas must protect brick, asphalt, and gravel areas from grease spills by providing a protective surface in heavy food prep areas. Plywood and rubber mats are examples of protective surfaces.

- If red wine, beer, coffee, tea, cocktails, or other colored drinks are served and guests also enter the House as part of the event, door monitors must be stationed in entrances to prevent colored beverages from entering the House.
- All garbage must be disposed of in appropriate containers. Food and drink leftovers, including ice, are not to be dumped in the garden or natural areas. All garbage must be placed out of reach of animals either indoors or transported to dumpsters at event end.
- No display pots, collections objects, or plant material will be moved for event rentals. Special requests will be submitted to the Director of Horticulture for consideration.
- Collections objects requiring special protection include: Dining Room Terrace marble table set, Garden House floor, Garden House furniture and statuary, garden statues and ornaments.
- All occasional tables, chairs, decorations, etc. must be positioned a minimal distance equal to their height away from historic objects and walls so as to not cause damage if knocked over. This is particularly important in the Garden House.
- In open air venues, candles and propane heating units may be used with staff approval. LED candles are preferred. Fire extinguishers must be located in close proximity to flames. No open flames allowed in tented areas.
- All decorations must comply with integrated pest management guidelines for the plant collections established by the Head of Horticulture.
- Depending on the scope of the event, permits may be required.
- Specialty event lighting is allowed with prior approval from Filoli Staff. Filoli structures and plant materials are not to be used for lighting support. Exceptions must be approved in advance by the Director of Horticulture.
- High intensity lighting must be evaluated for heat emission and be placed accordingly to avoid damage to plant material.
- Tents are allowed in all venues at the discretion of the Chief Operating Officer. Plans must be submitted to Filoli staff for approval. Water barrels are preferred in most cases, but stakes may be allowed depending on tent size and location.
- Truck access - Filoli has overhead truck clearance of 14' in primary access roads. Access roads can be narrow with tight turns. Box trucks should be in the 14' range in order to ensure adequate turning radius and clearances.
- 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. In addition, they must agree to assume financial responsibility for any damage to the Filoli property caused by them or their agents. Prior to their visit, the organization must submit a certificate of insurance. Other documents may be required depending on the scope of the rental.
- If an event client wishes to use any of the formal lawn areas, protection measures must be taken to avoid damage to lawns. Staking is NOT allowed without prior consent of the Director of Events and with the supervision of the Garden Manager.
- Power needs should be requested well in advance and should be answered by Filoli's Director of Facilities for accuracy. Filoli is not responsible for power needs over what is capable with existing structures. Generators are allowed with the approval of the Director of Events.
- Activities must not disrupt or have more than a small impact on visitors and the estate. ALL activities must be presented to the Events Manager for approval prior to confirmation with the client. See below for general rules:
  - Running, skipping, or driving is not permitted anywhere on Filoli property unless otherwise approved by Events Manager
  - Loud noises such as music, horns, etc. must be kept to a minimum during public hours
  - Cooking with open flame is not permitted

### **Woodland Garden Court(Tennis Court):**

Maximum Seating Capacity of 600 on rounds, 1,000 standing receptions

- Acceptable Rental Uses
  - Seated Dinners
  - Receptions
  - Business Ceremonies
  - Luncheons
  - Entertainment space available for live entertainment
  - Tenting for evening or rainy season events
- Food Service
  - Food service, passed or plated, is allowed on the tennis court with few exceptions.
  - Red wine, coffee, tea, beer, cocktails and other colored drinks are allowed.
  - Pouring stations/bars can be located on the tennis court or in the kitchenette service area.
- Music/Entertainment
  - Live musical entertainment is allowed at the discretion of Filoli staff.
  - In addition to string quartets, acoustic performers, and instrumentals, amplified music is allowed on the stage and on the tennis court.
  - All musical ensemble setups with power requirements must be submitted to Filoli staff in advance for approval. Non-musical entertainment is allowed at the discretion of Filoli staff.
- Access for suppliers, equipment, furniture, etc.
  - The primary access point to the tennis court is via the tennis court service access road.
  - Caterers, rental deliveries, musicians, and entertainers will use the access road for equipment delivery and pick up.

### **Main House Courtyard:**

Maximum capacity of 220 seated or 300 standing

- Acceptable Rental Uses
  - Seated Dinners
  - Receptions
  - Business Ceremonies
  - Luncheons (on Mondays or other closed days only)
  - Live entertainment
  - Tenting for evening or rainy season events
- Food Service
  - Food service, passed or plated, is allowed in the main courtyard with few exceptions.
  - Catering may set up tents for food service.
  - Red wine, coffee, tea, beer, cocktails, and other colored drinks are allowed.
  - Pouring stations/bars can be located in the main courtyard.
- Music/Entertainment
  - Live musical entertainment is allowed at the discretion of Filoli staff.
  - In addition to string quartets, acoustic performers, and instrumentals, amplified music is allowed with approval.
  - All musical ensemble setups with power requirements must be submitted to Filoli staff in advance for approval. Non-musical entertainment is allowed at the discretion of Filoli staff.
- Access for suppliers, equipment, furniture, etc.
  - The primary access points to the main courtyard are via the main drive along the front of the House. Access to the main drive is restricted during regular visitation hours of 10am-5pm for event preparation.
  - Caterers, rental deliveries, musicians, and entertainers will use the main drive for equipment delivery and pick up. Vehicles must be relocated to the main parking lot after loading/unloading.

### **North & West Upper Lawn:**

Maximum capacity of 400 seated or 750 standing

- Acceptable Rental Uses
  - Seated Dinners
  - Receptions
  - Luncheons
  - Live entertainment
  - Tenting for evening or rainy season events. This area is available for large tent setups upwards of 50' x 160'.
- Food Service
  - Food service, passed or plated, is allowed with few exceptions.
  - Catering may set up tents for food service.
  - Red wine, coffee, tea, beer, cocktails, and other colored drinks are allowed.
  - Pouring stations/bars can be located in the main courtyard.
- Music/Entertainment
  - Live musical entertainment is allowed at the discretion of Filoli staff.
  - In addition to string quartets, acoustic performers, and instrumentals, amplified music is allowed with approval.
  - All musical ensemble setups with power requirements must be submitted to Filoli staff in advance for approval. Non-musical entertainment is allowed at the discretion of Filoli staff.
- Access for suppliers, equipment, furniture, etc.
  - The primary access points to the north lawn area are via the main drive along the front of the House. Access to the main drive is restricted during regular visitation hours of 10 am - 5 pm for event preparation.
  - Caterers, rental deliveries, musicians, and entertainers will use the main drive for equipment delivery and pick up. Vehicles must be relocated to the main parking lot after loading/unloading.

### **Garden House and Garden House Lawn Area:**

Maximum capacity of 30 seated in Garden House alone or 50 standing

Maximum capacity of 225 seated on Garden House Lawn or 260 standing

- Acceptable Rental Uses
  - Seated Dinners, Receptions, Late afternoon teas (beginning after 3pm), Meetings
- Tenting for evening or rainy season events
- Food Service
  - Food service, passed or plated, is allowed with few exceptions.
  - Catering may set up tents for food service in the area behind the Garden Shop.
  - Red wine, coffee, tea, beer, cocktails, and other colored drinks are allowed with proper floor protection.
  - Pouring stations/bars can be located outdoors or in the Garden House with proper floor protection.
  - Filoli staff may require special protection from food and beverage spills for the marble floor, marble table, display items, and other collection objects.
- Music/Entertainment
  - Live musical entertainment is allowed at the discretion of Filoli staff.
  - In addition to string quartets, acoustic performers, and instrumentals, amplified music is allowed with approval.
  - All musical ensemble setups with power requirements must be submitted to Filoli staff in advance for approval. Non-musical entertainment is allowed at the discretion of Filoli staff.
- Access for suppliers, equipment, furniture, etc.

- The primary access points to the Garden House area are via the main drive from the service gate to the back of the Garden Shop. The main drive along the front of the House may also be used. Access to the main drive is restricted during regular visitation hours of 10 am - 5 pm for event preparation.
- Caterers, rental deliveries, musicians, and entertainers will use the service gate entrance for equipment delivery and pick up. Vehicles must be relocated to the main parking lot or staff parking lot after loading/unloading.

### **Dining Room Terrace:**

Maximum capacity of 70 seated or 120 standing

- Acceptable Rental Uses
  - Seated Dinners, Cocktail Receptions, Meetings
  - Receptions
  - Tenting for evening or rainy season events
- Food Service
  - Food service, passed or plated, is allowed with few exceptions.
  - Catering may set up tents for food service in the area behind the Service Courtyard or behind the Garden Shop. Events with smaller catering may be set up on the dining room terrace at the discretion of the Director of Property Operations.
  - Red wine, coffee, tea, beer, cocktails, and other colored drinks are allowed.
  - Pouring stations/bars can be located outdoors on the dining room terrace area with proper protection.
  - Filoli staff may require special protection from food and beverage spills for the marble floor, marble table, display items, and other collection objects.

#### **Music/Entertainment**

- Live musical entertainment is allowed at the discretion of Filoli staff.
- In addition to string quartets, acoustic performers, and instrumentals, amplified music is allowed with approval.
- All musical ensemble setups with power requirements must be submitted to Filoli staff in advance for approval. Non-musical entertainment is allowed at the discretion of Filoli staff.
- Access for suppliers, equipment, furniture, etc.
  - The primary access points to the Dining Room Terrace are via the main drive from the service gate to the back of the Garden Shop or Service Courtyard. The drive to the service courtyard may not be used for box trucks over 10'. The main drive along the front of the House may also be used. Access to the main drive is restricted during regular visitation hours of 10 am - 5 pm for event preparation.
  - Caterers, rental deliveries, musicians, and entertainers will use the service gate entrance for equipment delivery and pick up. Vehicles must be relocated to the main parking lot or staff parking lot after loading/unloading.

### **Swimming Pool:**

Maximum capacity of 30 seated or 50 standing on pavilion

100 seated or 200 standing utilizing lawn surrounding pool

- Acceptable Rental Uses
  - Seated Dinners
  - Receptions
  - Pool Parties

- Tenting for evening or rainy season events. The lawn area for tenting is appropriate for smaller events.
- Food Service
  - Food service, passed or plated, is allowed with few exceptions.
  - Catering location is outside of the gate behind the swimming pool.
  - Red wine, coffee, tea, beer, cocktails, and other colored drinks are allowed.
  - Pouring stations/bars can be located by the Camperdown Elm terrace and Pool Pavilion area with proper protection.
  - Filoli staff may require special protection from food and beverage spills on brick areas.
- Music/Entertainment
  - Live musical entertainment is allowed at the discretion of Filoli staff.
  - In addition to string quartets, acoustic performers, and instrumentals, amplified music is allowed with approval.
  - All musical ensemble setups with power requirements must be submitted to Filoli staff in advance for approval. Non-musical entertainment is allowed at the discretion of Filoli staff.
- Access for suppliers, equipment, furniture, etc.
  - The primary access points to the swimming pool are via the main drive from the service gate to the back gate of the swimming pool.
  - Caterers, rental deliveries, musicians, and entertainers will use the service gate entrance for equipment delivery and pick up. Vehicles may remain in the dirt parking areas behind the swimming pool.

## **Addendum: House & Collections Integrated Pest Management Overview**

**Permitted Plant Materials in House:** Arrangements should consist of freshly cut flowers and plants.

Acceptable wood products are green (freshly cut) branches that have been inspected and found to be clear of pests and infestation. The only live plants permitted within the House are those from the Filoli greenhouses, which are monitored by Filoli's Horticultural staff and fall under the Horticultural IPM plans unless otherwise approved by Events Manager and Director of Horticulture.

**Prohibited Materials within the House:** The following materials are strictly prohibited due to the possibility they pose a great risk or routinely harbor insects destructive to our collections.

- Wooden objects, including painted and finished pieces: furniture, pedestals, frames, crates, containers, etc.
- Wood / Grasses: dried branches, dried bamboo, driftwood, large bark pieces, logs, bales of hay
- Preserved insects and animals, nests, cobwebs, antlers
- Feathers, fur, quills, skins – including those on clothing and shoes
- Silk and wool fabrics - including clothing, carpets, blankets, pillows (cotton and polyester stuffed pillows may be permitted with proof of professional cleaning)

**Problematic Materials:** If using the materials below or any unusual organic materials in the House, you must first contact the Head Curator & Collection Manager for approval.

- Dried Plants and flowers of all types
- Hollow reed baskets, baskets, dried gourds
- Small Bark, coir, wood excelsior, seed pods, ferns
- Potted Plants, Potting Soil, Gravel or Sand (not under the control of the Filoli Horticulture department).

**Protection:** Glass or mylar sheet protection must be used under any and all floral arrangements within the House; whether they are on a collection object, historic countertop or floor.

**Height & Clearance:** When arranging on a pedestal, the height of the pedestal plus the height of the arrangement must be less than the distance from any unglazed artwork, historic wallcovering or other furniture, and collection objects. When arranging on top of a stable surface the arrangement must be a minimum of 6 inches from any unglazed artwork, historic wallcovering or other furniture, and collection objects. Arrangements must remain clear and not impede walkways.

**Please note:**

- Misting is strictly forbidden in the House. Spraying (including water, lacquer, paint, and adhesives).
- Electric drilling, ironing, steaming, and glue gun usage are heavily restricted within the House and should only be performed by designated staff or volunteers.

**I have read, and agree to the Property Use Guidelines above:**

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Any and all questions or concerns regarding Filoli's guidelines should be directed to the Events Manager. [events@filoli.org](mailto:events@filoli.org), (650)364-8300 x221**