



BENJAMIN HARRISON
PRESIDENTIAL SITE



Location:

1230 North Delaware Street
Indianapolis, IN 46202
(317) 631-1888
www.bhpsite.org

Rental Contact:

Whitney Ball
Special Events & Marketing Manager
wball@bhpsite.org

Venue Details

Celebrate your special day on the beautiful lawns at the home of the only President of the United States elected from the State of Indiana. The Benjamin Harrison Presidential Site is designated as a National Historic Landmark by the U.S. Department of the Interior.

Benjamin and Caroline Harrison built the home in 1874-1875. Harrison lived in the home until he died in 1901, except during his U.S. Senate and presidential years. His family continued to live in the home until 1913.

The Presidential Site offers many unique settings for your special event or wedding. Included in the rental fees are the Presidential Lawn, Rose Garden, and Welcome Center patio.

The site fees include a tour of the above listed spaces and a meeting with Presidential Site Special Events Manager to discuss your needs. It also includes use of the restroom building, five reserved parking spaces in the Presidential Site's parking lot for you and your guests, as well as vendors who may need guaranteed parking.

Please note: Lawn rentals do not include the interior of the mansion or the Welcome Center. The interior of the mansion will only be made accessible for prearranged group tours or on a case by case basis for photography sessions. The interior of the Welcome Center may be added for an additional fee.

Pricing

Rates vary upon a number of factors including day of the week, the length of event, and number of attendees. Additional fees may include damage deposit and security fees. Special rates may be available for not-for-profit organizations. Please speak with the Special Events and Marketing Manager for an estimate of the costs for your event at the Benjamin Harrison Presidential Site.

*Weekday is Monday, Tuesday, Wednesday, or Thursday, 9am-4pm

**Weeknight is Monday, Tuesday, Wednesday, or Thursday, 4pm-10pm

***Weekend is Friday or Saturday, 9am-11pm

Policies, Procedures & Information

Thank you for your interest in the Benjamin Harrison Presidential Site for your event. The following policies, procedures and information have been designed to help you plan your event, as well as designed for you and everyone attending to have a safe, rewarding, and successful event.

RESERVATIONS

The Benjamin Harrison Presidential Site requires a signed and approved rental contract and deposit within 14 days of the contract date. We require full payment 30 days prior to the event, and we reserve the right to cancel the event if any of the foregoing conditions are not met. Weekday evening events must end by 10pm. Weekend evening events must end by 11pm. These end times must include clean-up and tear down. (Note: rental fees do not include the use of tables, chairs, or linens.)

PAYMENT

The deposit payment (50% of space rental fee, damage deposit, membership fee, additional fees, tax) is due within 14 days of contract date. The balance must be paid 30 days prior to the event. The Presidential Site accepts credit card, checks and money orders; checks and money orders should be made payable to Benjamin Harrison Presidential Site Inc. The damage deposit will be refunded within 6 weeks after the event date, as long as no damage occurs and no excessive clean-up was needed. Additional event time is available on a case by case basis, must be approved prior to event, and will incur additional fees.

MEMBERSHIP

To rent a space at the Benjamin Harrison Presidential Site, you must first be a member. We provide membership forms with the event contract or you can join online: www.bhpsite.org/give/membership

CANCELLATION POLICY

If an event is cancelled more than 60 days prior to the event, the Presidential Site shall retain the 50% space rental deposit and the membership fee. The damage deposit and any payment made for additional fees will be refunded. For cancellation with 60 days or less notice, the Presidential Site will only refund the damage deposit (less rent due). If the rent due is more than the damage deposit, the lessee shall pay the balance on demand.

RESTRICTIONS

Lessee must get the permission of the Benjamin Harrison Presidential Site to utilize their logo. The Benjamin Harrison Presidential Site must approve any fundraising and political event.

DEFAULT

The following shall constitute a “Default” by Lessee under this Contract: (a) failure to abide by terms and conditions of the Contract; (b) failure to present the Event as scheduled and (c) non-payment of any deposits, charges, or fees when due.

INDEMNIFICATION

Lessee shall indemnify and hold harmless the Benjamin Harrison Presidential Site and its officers, directors, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of Lessee or its employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to this Contract and Lessee’s use of the premises.

CATERING

Benjamin Harrison Presidential Site maintains a list of preferred caterers. Should the rental client choose a caterer not on the preferred list, Benjamin Harrison Presidential Site must have the chance to vet and approve the caterer in an effort to maintain and protect the museum as a National Historic Landmark. Catering arrangements are made directly between the client and the caterer following approval by the Presidential Site. Caterers must remove all trash, composting and recyclables from the site. Benjamin Harrison Presidential Site does not provide dishes, utensils, glasses, napkins, or trash receptacles.

RENTAL ITEMS

Rental items, such as chairs, tents, linens, etc, must be arranged by rental client with the Presidential Site’s exclusive provider, A Classic Party Rental. Rental items must be removed at the conclusion of the event, unless other prior arrangements were made with the Benjamin Harrison Presidential Site.

A Classic Party Rental: 317-251-7368 | contact: Kevin Schwab |
www.aclassicpartyrental.com

DECORATIONS

All decorations brought onto the grounds must be removed at the conclusion of the event, unless other prior arrangements were made with the Rental Department. No confetti, artificial flower petals, rice, or glitter machines allowed. No decorations may be placed on the house, on the porch, or in the trees.

SECURITY

Security must be provided by rental client and must be approved by the Benjamin Harrison Presidential Site. The Presidential Site can provide a list of suggested security providers upon request.

GENERAL LIABILITY INSURANCE

Insurance: Due to the nature of the Presidential Site and its grounds, evidence of General Liability Insurance naming the Benjamin Harrison Presidential Site as an additional insured must be provided at least 30 days before your event. Certificate of Insurance must show a limit of no less than \$1,000,000 per occurrence. In the event Lessee does not currently have General Liability insurance, coverage may be obtained by (1) purchasing a special events policy, (2) extending Lessee's homeowner's policy to cover the Event, or (3) adding additional limits to Lessee's existing policy

ALCOHOL

Alcohol must be provided through caterers. No alcohol will be allowed to be provided by client. Guests may not carry-in or carry-out alcoholic beverages. Alcohol may be served only at events with food service. The Presidential Site does not permit straight alcohol shots on the premises. Five (5) hours is the maximum length of bar service for an event. Bar service must end 30 minutes prior to the scheduled conclusion of an event. Benjamin Harrison Presidential Site does not possess its own liquor license.

PARKING

Free street parking is available around the Presidential Site. Reserved spaces for the rental client will be available in the small parking lot on the North side of the Presidential Site.

WEEKEND RENTALS

Indianapolis has a noise ordinance of 10pm and all loud music must end by this time. All events must be complete by this time and be off of the property by 11pm.

DELIVERY, PICK-UP & EXPENDABLES

All vendor and client deliveries must be coordinated through the Benjamin Harrison Presidential Site Special Events Department. All items must be taken the night of the event. There is no indoor storage and the Presidential Site cannot guarantee items will be secure.

SET-UP

Event set-up time depends on area that you rent. Special arrangements may be given on a case-by-case basis if needed. The Special Events Department must be informed of all decorating plans and all vendors providing services. All decorations must be removed and disposed of properly immediately following the event.

CLEAN-UP

Anything brought onto the grounds must be cleaned up after the event. All trash must be removed by your caterer. All decorations must be removed on the evening of the event.

DAMAGE OR LOSS CHARGES

The Lessee is liable for all damage, expense and loss including theft and property loss caused by any person who attends, participates in, or provides goods and services connected with the Lessee's use of the facility and all tangible property. Replacement value may be used by the Presidential Site to determine the damage cost charged.

Preferred Caterers

Hoaglin Everyday
950 South White River Pkwy West Dr.
Indianapolis, IN 46221
Contact: Lauren Allen
317-924-3389
www.hoaglincatering.com

Weber Grill Restaurant – Indy
10 North Illinois Street
Indianapolis, IN 46204
Contact: Debbie Lambert
317-636-7607
www.webergrillrestaurant.com

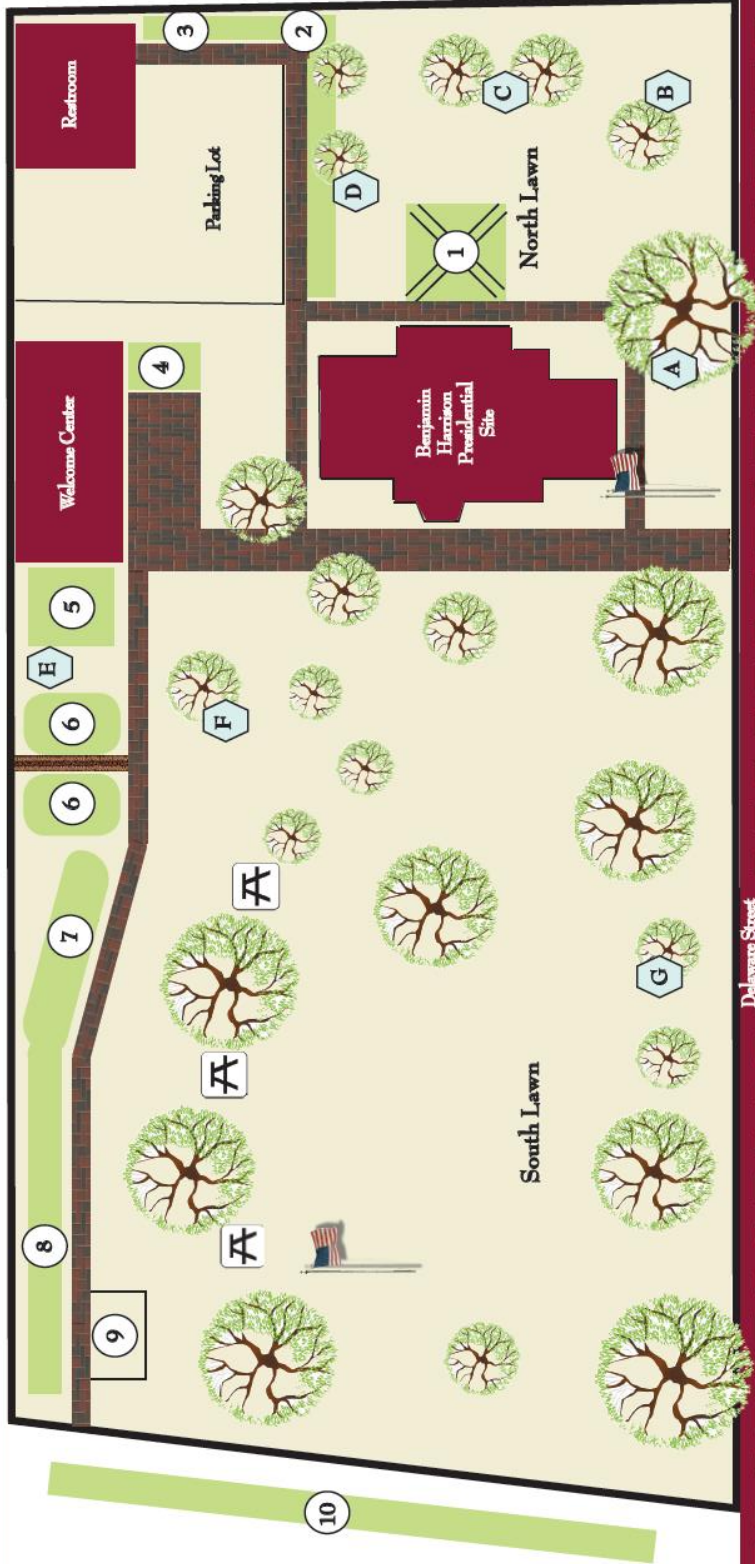
MBP Distinctive Catering
2502 East 52nd Street
Indianapolis, IN 46205
Contact: Mary Beth Poe
317-636-4444
www.mbpcatering.com

University Club
970 N Delaware Street
Indianapolis, IN 46202
Contact: Chris Knoll
317-638-3571

Goose the Market
2503 N. Delaware St.
Indianapolis, IN 46205
Contact: Alyssa Starr
317-924-4944
www.goosethemarket.com

Byrne's Grilled Pizza
5615 N Illinois Street
Indianapolis, IN 46208
Contact: Ken
317-606-2111
byrnespizza.com/Indianapolis-catering/

MAP



Thank you for visiting the **Benjamin Harrison Presidential Site!** Enjoy your tour of this National Historic Landmark, and take time to experience its vibrant historic gardens. Using the garden map on the front of this card and the descriptions below, take a self-guided tour by following the walkways and learning the names of plantings in each of the gardens.

The Harrison family's original yard ended midway across the current south lawn. It is believed that several of the older trees that grow close to the mansion remain from original plantings of elm, maple and oak.



- A** Millennium Landmark Tree (Pin Oak, 100+ years old)
- B** Princeton American Elm (in honor of Helen Dickenson)
- C** Tulip Poplars (Indiana's State Tree) from shoots original to George Washington's Mount Vernon
- D** Princeton American Elm (in honor of Helen Norman)
- E** Original Mock Orange
- F** Elm, planted by DAR in 1939, from a shoot at Mount Vernon
- G** Butternut (in honor of Phyllis Ceeslin)

NOTES