

Shirley Place
33 Shirley Street, Roxbury, MA 02119
Shirley-Eustis House and Gardner Carriage House
(617) 442-2275 - Fax: (617) 442-2270

Public Use Regulations and Agreement

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. The maximum capacity for the mansion is 50; the carriage house, 99. Only the carriage house is handicapped accessible.
2. There is no smoking anywhere in the buildings under any circumstances. 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.
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 stiletto heels will be admitted to either building.
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.
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, as we have very little lighting, activity must end by ten 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, including two hours for deliveries and set-up, and one hour for clean-up. There are no kitchen facilities in the mansion. There is a small kitchenette in the carriage house and a level loading-in area

2. No distilled spirits (hard liquor) may be served on the property. No alcoholic beverages may be sold. A cash bar of any sort, including the sale of tickets, is not permitted. If beer or wine is served an insurance binder must be on file at the Shirley-Eustis House.

3. No "red foods" may be served (red wine, spaghetti sauce). No foods may be consumed in the carpeted areas - the Dining Room of the mansion, or on the second floor of the mansion.

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.

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.

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.

Reservation for:

For the Shirley-Eustis House

Patricia Violette
Executive Director
Shirley-Eustis House Association

Date

Reserving Party

Print name

Address

Telephone