



Pittock Mansion Facility Rental Fact Sheet

Understanding of Renter and Pittock Responsibilities

The Pittock Mansion Society Staff are responsible for:

- Unlocking, unarming, and locking and arming the building and front gate.
- Maintaining supplies in the public restrooms
- Moving exhibits and setting up tables and chairs **ONLY** if previously scheduled

Renter is responsible for:

- Greeting and directing their guests
- Being on time to direct vendors
- Disposing of trash
- Cleaning up after the event and returning building to state in which it was found
- Adhering to agreed upon arrival and departure times
- Remaining courteous to the Pittock Mansion Society staff.

Vendors are responsible for:

- Caring for the building during set up and clean up
- Removing all supplies and debris from workspaces and rental spaces
- Removing all trash from premises
- Adhering to agreed upon drop off and pickup times
- Remaining courteous to Pittock Mansion Society staff.

Other Important Information:

We appreciate your understanding of some limitations and restrictions on rentals and that our primary responsibility is to preserve this historic treasure. Please look over these important details:

- Rental period shall run only from the times specified and agreed to on the rental form.

- Rented space is only for the space specified in the form. The renter will not have access to other parts of the mansion during their rental period.
- No items may be affixed to the space, inside, or out. Items that may scare or deface the premises are strictly prohibited. Such items include tape, staples, nails, equipment, etc.
- No furniture, display cases, or other museum related items may be moved or adjusted.
- Renter is responsible for leaving the premises clean and free of any items used by Renter's guests, employees, or outside service vendors.
- No red wine or colored beverages are allowed anywhere in the mansion besides the social room and outside. This includes juice, cocktail mixers, stout beer, dark sodas, coffee, and tea.
- No electric chafing dishes or open flame candles are permitted for food warming.
- All original beverage containers must be bottled or canned. Beer kegs, taps, or soda fountains are not allowed.
- No open-flame candles or entertainment features may be used. Battery-operated candlelight is allowed.
- Use of the elevator for heavy item transportation is prohibited; it is not a freight elevator.
- No balloons, banners, or glitter can be used.

The following refund policy applies:

- A full refund will be issued if the Lessee cancels the event 30 days before the rental.
- A 50% refund will be issued if the Lessee cancels the event more than 15 days before the rental date.
- A 25% refund will be issued if the Lessee cancels the event less than 5 days before the rental

