

Brown Mansion Events

Entire Mansion First Floor, Ballroom, Veranda and Grounds.
\$790 Free tours can be arranged

Entire 1st Floor First Floor, Veranda and Grounds
\$650 Free tours can be arranged

Dining Room & Conservatory Dining Room, Conservatory, (Library can be used if needed for an additional fee of \$95.00) Guest tours for an additional \$3 per person can also be arranged.
\$290

Music Room Music Room for 2 hours. \$25 per hour for additional time.
\$65/2 hours Guest tours for an additional \$3 per person can be arranged.

Wedding & Reception First floor. Wedding held in Music Room. Included 2 hours for rehearsal and use of changing rooms. \$3/per guest tours can be arranged.
\$650

Wedding Wedding held in Music Room. Includes 2 hours rehearsal and use of changing rooms. \$3/per guest tours can be arranged.
\$475

Veranda & Grounds Outdoor facilities only. Changing rooms available for \$95.
\$355

Photo Session Professional Photographer for Bridal, Senior Pictures, Family
\$30/per hour Inside Mansion

Additional Information:

Tables & chairs are available for renters to use free of charge.

Available: 12-6 ft tables, 6-8 ft tables, 10-6 ft tables, 150 chairs

**Tables & chairs must be set-up and taken down by renter

***Port-a-Potties are **STRONGLY** recommended for large events

Capacity: Ballroom: 100 guests
Music Room: 55 guests
First Floor Wedding: 70 guests
Library: 16 seated
First Floor Dinner: 105 seated
First Floor Veranda: 60 seated

BROWN MANSION FACILITIES USAGE AGREEMENT

THIS AGREEMENT, made and entered into by and between the COFFEYVILLE HISTORICAL SOCIETY, INC., hereinafter referred to as "FIRST PARTY", and referred to as "SECOND PARTY."

Date of Event:

The parties agree as follows:

1. Portion of Premises Rented. For the rental stated, SECOND PARTY shall have the use of the following premises at the BROWN MANSION, Coffeyville, Kansas:
2. SECOND PARTY shall have the use of the premises described in paragraph one hereof on:

The nature of the event is:

Starting time of the event is:

*Unless special arrangements have been made in advance, all evening events must end by midnight the day of the rental.

* SECOND PARTY shall be responsible for seeing that all guests leave the premises by the end of the time stated above, and will be liable for additional charges at the discretion of FIRST PARTY if any persons remain on the premises after the said time.

3. Food will will not be served.
4. Event is is not a fundraising event.

*If it is a fund raising event, the SECOND PARTY agrees to donate at least 10% of the proceeds to the Brown Mansion.

5. Number of Guests (only needed for inside rental of the Brown Mansion). The number of persons present on the premises at the times described in paragraph two shall not exceed

*Only 100 individuals may be in the ballroom at one time

*The maximum number of guests who can be seated for a wedding inside is 70

* The maximum number of guests for any other event is 100 for a buffet dinner and 122 for a served meal

6. Rental Fee. The fee for the use of the premises shall be \$ _____ plus _____ for changing rooms (if requested) which shall be paid as follows:

A. 25% of the rental fee shall be paid upon execution of this agreement; said deposit is non-refundable.
Deposit \$ _____

B. The balance in the sum of \$ _____ shall be paid on or before _____

7. **Damage Deposit.** A damage deposit of \$500 is required for functions of more than 100 people inside of the mansion. It must be paid two weeks before the scheduled function. This deposit will be returned in full if the Mansion and contents are not damaged in any way.

Care of premises. The BROWN MANSION is a museum filled with irreplaceable antique furnishings and adornments. SECOND PARTY agrees to exercise special care to protect the premises against any damage whatsoever. This care includes but is not limited to the following:

- A. No smoking is allowed anywhere in the Mansion. Smoking on mansion grounds will be in a designated area.
- B. No one is allowed to sit or recline on any of the Brown family furniture.
- C. If dishes or decorations are placed on any of the Brown family furniture, a pad must be placed underneath to prevent marring the furniture.
- D. 3m Strips may be used only on the wood architectural features of the Mansion.
- E. No candles may be used unless they are fully enclosed.
- F. Only small speakers/amplifiers may be used in the Mansion. The Mansion has excellent acoustics and the vibration is hard on the building.
- G. If changing rooms are rented, the ONLY people allowed in the Mansion are the Bride and attendants, Groom and attendants, parents of bride and groom, photographer, and make-up/hairdresser.

*SECOND PARTY shall be fully liable for the repair and/or replacement cost of any damage to the premises or contents thereof caused by SECOND PARTY or by guests of SECOND PARTY.

8. **Planning.** SECOND PARTY agrees to meet with: _____ Historical Society President, Kris Crane, at 620.988.0700 at least two weeks prior to event for a walk through and to discuss arrangements and set-up. Rehearsal at the Mansion is limited to two hours and must be pre-arranged with Mansion caretaker.
8. **Illegal Acts Prohibited.** SECOND PARTY shall neither conduct nor permit any conduct on the premises which violates the law of the United States, State of Kansas, Montgomery County, or the City of Coffeyville.
9. **Release/Indemnification.** In further consideration of being permitted to use the facilities, to the fullest extent permitted by law, SECOND PARTY agrees to indemnify, defend and hold harmless the Coffeyville Historical Society, its officers, directors, employees, agents, volunteers and assigns (the "Releases") from and against all claims arising out of or resulting from the use of the facilities. As used in this agreement, "claim" means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. In addition, I hereby voluntarily hold harmless the Releasees from any and all claims, both present and future that may be made by me, my family, estate, heirs or assigns.
10. **Inclement Weather Policy.** It is the decision of the second party (the renting party) on whether or not to change plans due to weather. Inclement weather includes, but is not limited to; rain, snow, and wet grounds

For outdoor events with less than 100 people the options are:

- 1) The renting party can reschedule for a later date
- 2) The renting party can cancel the event. In this case the renting fee minus the deposit will be returned to the renting party.
- 3) The renting party can move to the Mansion with an additional charge of: \$100.00 for just the music room, \$250.00 for the bottom floor, or \$350 for the entire mansion. This fee must be paid on the day of the event.

For outdoor events with more than 100 people the options are:

- 1) The renting party can reschedule for a later date
- 2) The renting party can cancel the event. In this case the renting fee minus the deposit will be returned to the renting party

11. Special Conditions.

IN WITNESS WHEREOF, this Agreement is approved the date signed below.

COFFEYVILLE HISTORICAL SOCIETY

SECOND PARTY

By:

By:

Date:

Date:

Contact Information:

Name:

Address:

Phone:

Email:

How did you hear about the Brown Mansion?

*NOTE: MAKE CHECK PAYABLE TO THE COFFEYVILLE HISTORICAL SOCIETY AND MAIL TO
THE COFFEYVILLE AREA CHAMBER OF COMMERCE, P.O. BOX 457, COFFEYVILLE, KS 67337.

General Information

- Tours may be going on while people are decorating for a function.
- Tables and chairs available at Mansion:
 - 20 – 6ft. tables, 6 – 8 ft. tables; 135 metal folding chairs – downstairs;
 - 10 – 6 ft. tables; 65 metal folding chairs - Ball Room
- Alcohol is permitted on the premises but must be pre-approved by curator.
- Restroom is located in the gift shop for an outside function. If there are a large number of people attending, we suggest renting a portable unit.
- Kitchen may be used if renting inside of the Mansion. This includes use of refrigerator, sinks, counter space and storage space. It does NOT include dishes, utensils, stove or dishwasher.
- Food may only be served in the Mansion by the organization, Friends of the Mansion, or by a caterer. This does not include receptions which may serve cake, nuts, mints and punch. All other food will be served by caterer or Friends of the Mansion. If caterer is to be used must have business card.
- Table linens or decorations are NOT provided.
- When renting the Mansion, renting party sets up and takes down all tables and chairs.
- Although the Brown Mansion has an elevator, we are unable to let the renting party use it for insurance reasons.