



MARY JANE DAVIS HARTWELL COMMUNITY ROOM Reception & Ceremony Site

The Mary Jane Davis Hartwell Community Room is a brand new addition to the Gatehouse Visitors Center. This beautiful indoor space features scenic windows overlooking the farm, a large barn door to help privatize your event, a stone fireplace, and other rustic details. The Hartwell Room also comes equipped with updated audio/visual equipment, WiFi, restrooms, and its own separate entrance with free parking in the main parking lot. This space can either be used privately or, by opening the large connecting barn door, can be used in conjunction with the 4000+ square foot Gatehouse. Seating up to 75-100 guests, this space is available for rent Monday - Sunday, both during or after public hours (June - October, 10:00am - 5:00pm).

PREPARATION & SET-UP Preparation and set-up times are arranged not to interfere with the general public or museum staff. Weddings or receptions generally begin at 5:30pm with guests arriving at 5:00pm. Making your event memorable is important to us; decorations are permitted as long as no tacks, nails, staples, or tape are used. Please consult the HFV Rentals Manager for lighting and other decorating details.

STAFF & SECURITY Members of the Hale Farm & Village rentals staff are present at all rentals. The museum will arrange and schedule these staff members to help facilitate all aspects of your event, from set-up to tear-down. When serving alcohol, it is the responsibility of the rental client to schedule for an off-duty Bath police officer to be present and for the alcohol to be served by an approved bartender or caterer.

CATERING & ALCOHOL Hale Farm & Village works with a variety of approved, award-winning caterers and bartenders for you to choose from for your event. Alcoholic beverages are permitted for rentals; in accordance with the laws of the State of Ohio, alcohol on the West Side of Oak Hill Road must be purchased through Hale Farm & Village.

PHOTOGRAPHY Along with your rental, you and your photographer will have free range of both the East & West Sides of Hale Farm & Village to take one-of-a-kind outdoor photos across our 90-acre property. If you wish to take photographs inside any of our 30+ historic buildings, an additional \$50 fee per building is requested.

PAYMENT POLICIES A 50% nonrefundable deposit is required to hold a date, with the balance due no later than 30 days prior to the event. Facility and staffing fees do not include catering costs.



Bring Your Vision to Life



photo credit: eighty eight photography

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