

**STATE HISTORICAL SOCIETY OF NORTH DAKOTA
USER'S GUIDE FOR THE NORTH DAKOTA FORMER
GOVERNORS' MANSION STATE HISTORIC SITE.**

Revised April 2017

Please carefully review the following guidelines. By signing the North Dakota Former Governors' Mansion User's Agreement, you have agreed that you and your group will adhere to these guidelines. Facility use is governed by the North Dakota State Historical Board Policy.

USER QUALIFICATIONS

Non-agency use of the facilities will be granted according to the following priorities, at the discretion of the site supervisor, or the director of the Archeology and Historic Preservation Division of the State Historical Society of North Dakota (SHSND):

- SHSND cosponsors
- Official state and federal agencies
- Nonprofit historical, archeological, preservation, or anthropological groups
- Nonprofit educational, literary, arts, or humanities groups
- Businesses
- Individuals

Rental of the mansion is subject to staff availability.

Events at the North Dakota Former Governors' Mansion are normally free and open to the public. No fees may be charged for general admittance or freewill offerings collected, unless approved in advance by the site supervisor or director. No non-agency use of the facilities is permitted without a signed agreement.

RESERVATION PROCEDURES

Reservations for facilities are scheduled through the Archeology and Historic Preservation Division of the State Historical Society of North Dakota by calling (701) 328-9528 or by email, jcampbell@nd.gov.

Reservations are accepted on a first-come, first-served basis, with priority given to the State Historical Society of North Dakota. Generally, reservations are not accepted more than 60 days or fewer than ten business days in advance.

Reservations will be confirmed with a "North Dakota Former Governors' Mansion User's Agreement" form sent to the user. Users shall complete and sign the form and return within five working days to the State Historical Society. A copy will be given to the user on request for their records. Supplemental agreements may be required if special requests are approved.

All requests for changes to the agreement(s) must be made no later than one week in advance of the date of the event.

CANCELATIONS

Paid rental fees will be forfeited for cancellations occurring fewer than ten business days prior to a scheduled use.

SPECIAL EVENTS

The North Dakota Former Governors' Mansion may be utilized for weddings, receptions, recitals, and other special events. For large functions, the lawn to the west of mansion may be used. The Mansion and the Carriage House will be open and available for viewing by those attending outside of normal open hours, and admittance to the Former Governors' Mansion may be restricted to invited guests. The site supervisor or director may, on occasion, approve events to be held during normal open hours. Such events must be open to the public and educational in nature. All rentals of the mansion must conclude no later than 11:00 p.m., including clean-up time. All other appropriate guidelines apply.

SIZE OF GROUPS

A reservation request must include an estimate of the number of people anticipated to attend. The site supervisor will determine if the mansion can support the size of the event, in order to insure adherence to fire and safety codes. The Former Governors' Mansion can support a sit down event with tables set up for 32 people and a sit down event with up to 60 people, without tables. A stand up only event can support up to 80 people. The site lawn can support an event of 500 people.

FACILITY FEES

Mansion Interior: \$50 per hour includes use of the lawn for the rental period.

Lawn: \$100 for the day. Rental of the lawn does not include access to the mansion, or carriage house during non-public hours.

Should the event last longer than anticipated, charges will be adjusted accordingly.

The facility fees can be waived for events that are educational in nature and or for the purpose of fund raising, or non-profit purposes. Such events must be open to the public. Please contact the site supervisor to see if your event qualifies.

EVENT SETUP and DECOR

Society staff will arrange tables, chairs, and other agency equipment according to the user's requests for interior rentals. Setup of tables and chairs for lawn rentals is the responsibility of the user. The user must coordinate setup with the site supervisor prior to the function. Setup of any rental equipment is the responsibility of the facility user and must be approved in advance with the site supervisor.

Due to concern for the exhibits and to structural constraints, certain types of decor are prohibited or limited to very specific areas. Decorations that are not allowed under any

circumstance include candles, and incense. The following items are restricted to certain areas of the Former Governors' Mansion: live plants, banners, cooking systems.

Doors, aisles, and exhibits must remain accessible at all times. Facility users should review all decor plans with the site supervisor at least 48 hours prior to the event.

AVAILABLE EQUIPMENT

The Former Governors' Mansion has the following available for use:

20 inch TV

Sound system with wired microphone, and 3.5mm mini jack cable input.

Podium

Coffee Pot

60 folding chairs

Folding tables (4-round, 6-square, 6-rectangle)

Wireless internet is available inside the mansion

The Steinway piano is available for entertainment and recital performances. All use of the piano must be approved. Donations for tuning of the piano are encouraged.

Notice of equipment needs and broadcasting and recording arrangements must be made in advance, whether the equipment is to be provided by the user or SHSND.

Arrangements for delivery of equipment will be made by the user and cleared with the site supervisor. Any costs incurred for equipment, communication hookups, etc., will be paid by the user.

SMOKING AND FLAME

The North Dakota Former Governors' Mansion State Historic Site is a smoke-free facility. The North Dakota Former Governors' Mansion operates under a NO-FLAME ordinance, which prohibits the use of candles, lighters, or incense.

REFRESHMENTS

Food and beverages are allowed only on the first floor of the Former Governors Mansion. No food or beverage shall be placed on the furniture displayed within the mansion. Any costs for repair or damage to artifacts (furniture) due to negligence will be charged to the user.

Food may not be prepared in the mansion, and generally food must be served from the kitchen. Food served may not be homemade, but must be prepared in a licensed, health inspected kitchen, or prepackaged from a commercial entity such as a grocery store.

The SHSND requires third party organizations serving food on our sites to use either of the above and to have a contract with us, and proof of insurance.

CATERERS

A licensed and insured caterer must be used. All catering arrangements and supplies, including table linens and table decor, are the responsibility of the user. The user shall provide the site supervisor with the name of the caterer and their expected time of arrival.

Caterers are responsible for setup and removal of any equipment, including tables and chairs that are in their possession. Caterers are responsible for cleanup of serving areas, garbage removal, and for any spills. If any conflict arises between the caterer and SHSND personnel, the user will be immediately notified and asked to resolve the issue with the caterer to the satisfaction of the site supervisor or director.

ALCOHOLIC BEVERAGES

Alcoholic beverages in the form of wine, wine coolers, and beer may be served and consumed if the user has obtained permission, and can present proof that an off-site permit from the city of Bismarck has been obtained. **The serving and consumption of hard alcohol is prohibited.**

Requests will be considered on a case-by-case basis. The user and/or caterer shall enter into an agreement approved by the Office of Attorney General which holds the State Historical Society of North Dakota (State Historical Board) harmless from all liability incurred as a result of the serving and consumption of alcoholic beverages.

Alcoholic beverages are not to be served during regular open hours.

The bar shall be continuously staffed by a bartender employed by the catering company. The caterer serving must have dram shop liability insurance, have a valid liquor license for the city of Bismarck and have an off-site permit from the city for the event.

No alcohol shall be served to guests less than 21 years of age. The bartender shall refuse service to inebriated guests. The SHSND representative has the authority to close the bar and end the event if guest conduct gets out of hand. The bar must close no less than 30 minutes prior to the end of the rental time specified in the rental agreement.

PUBLICITY: HANDOUTS

Partisan or sectarian handouts, as well as displays of a commercial nature are prohibited on the outside of the Mansion at any time, and inside if the event is open to the public.

LIABILITY

The State Historical Society of North Dakota assumes no responsibility for personal injury, property loss or damage occurring during meetings or events sponsored by outside groups. Damage to SHSND property will result in billing the user for replacement or repair.

The user shall save and hold harmless the State of North Dakota and the State Historical Society of North Dakota, its officers, agents, employees, and members, from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the user or its

subcontractors, agents, or employees. The user also agrees to abide by the Constitution and all laws of the State of North Dakota.