



HANLEY FARM RENTAL: ACCESS AND RULES OF OPERATION

ACCESS TO HANLEY FARM

- ❖ **INITIAL VISIT:** We are always happy to arrange an appointment for an initial visit to view the property. This visit should be arranged and confirmed with the Office Manager at a mutually agreeable time. NO drop in visits please!
- ❖ **WEDDING EVENTS**
 - **SET UP & REHEARSAL:** We allow for four hours of set up and rehearsal the day before the wedding from 4:00 pm until 8:00 pm. All set up and placement of furniture to be performed by the renter. Any changes to the hours of access to the farm the day before the event must be arranged and confirmed with the Office Manager.
 - **EVENT HOURS:** The day of the event, the gates will be open at 9:00 am and the event concludes by 10:00 pm. Everyone must depart by 11:00 pm.
 - **CLEAN UP:** All clean-up should be accomplished by 11:00 am the day after the event. Gates will open at 8:00 am. Site must be restored to the condition in which it was received. All furniture must be cleaned and replaced in designated area. All trash must be securely placed in trash bags and removed to the designated area at termination of rental period.
- ❖ **NON-WEDDING EVENTS**
 - **SET UP:** We allow for two hours of set up before the event. All set up and placement of furniture to be performed by the renter.
 - **EVENT HOURS:** The day of the event, the gates will be open at least two hours prior to the event. Event hours and required time of departure are to be scheduled with the Office Manager.
 - **CLEAN UP:** All clean-up should be accomplished immediately following the event. Site must be restored to the condition in which it was received. All furniture must be cleaned and replaced in designated area. All trash must be securely placed in trash bags and removed to the designated area at termination of rental period.
- ❖ **ADDITIONAL VISITS:** Any additional visits to the site over and above those mentioned above must be arranged and confirmed with the Office Manager.
- ❖ **RENTALS:** If a rental company is being used, BOTH the drop off and pick up must be met by the renter or their assignee in the parking lot.

RULES OF OPERATION

- ❖ **NO OPEN FLAMES** except in barbeque or designated fireplace, including but not limited to campfires, bon fires, torches, tiki lamps, etc.
- ❖ **NO Candles**, unless enclosed in a hurricane lamp or similar device or votive shall be permitted.
- ❖ **NO SMOKING** allowed anywhere on the premises.
- ❖ **No Vegetation** of any kind may be picked for floral decorations or for any other reason.
- ❖ **No Dogs**; no exceptions.

RULES OF OPERATION CONT.

- ❖ No vehicles on the grass (sprinkler heads). Failure to comply will result in loss of deposit.
- ❖ No dumping of ice is allowed on the porches, walkways or lawns.
- ❖ No birdseed, rice, confetti or other man-made celebration materials may be used. Biodegradable confetti is allowed on the grounds.
- ❖ No loud or boisterous activities shall be permitted before 8:00 am and past 10:00 pm. All music levels must conform to standard county and residential codes. Any outdoor music must end by 10:00 pm. No event may cause noise levels to exceed the noise ordinances established by Jackson County.
- ❖ Hanley Farm is an historic property and all users must respect the historical integrity of the property.

I have read the above information concerning access to Hanley Farm and rules of operation and I agree to abide by these terms and conditions.

Renter signature: _____ Date: _____

Print Name: _____

Phone: _____

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