

The McLaughlin House

201 NW 1st Street * Havana, FL 32333
Louise Heidenreich, Supervisor (850) 509-9704 Phone – (850) 894-9931

RULES AND REGULATIONS

1. There is to be no smoking in the house.
2. The house may be rented from 8:00 a.m. until 11:30 p.m. seven days a week. The renter shall have the premises for the hours specified in the contract. These scheduled times should include setup, event and cleanup. On occasion, we have two functions on the same day. When this occurs, the caterers and guests need to respect the following or previous party. Drop offs for the latter party will not be allowed until after the earlier party, or may be arranged through house staff. Likewise, the earlier party will not be permitted to leave any items such as rental materials beyond the contracted time, unless arrangements can be made to accommodate.
3. Decorating the building or grounds in any way requires prior approval which shall be based on the need to protect the building and maintain its image. Candles are allowed in covered and/or contained holders only. (i.e. votive candles or candles in completely contained holder or hurricane globes). All decorations, flower arrangements, trees, ferns or bushes rented must be removed at the end of the event. Proper containment of liquids needs to be considered for the glass top tables or floors. The party renting the facility shall provide all food, flower arrangements, dishes, linen, tableware and other items needed for the event.
4. If you plan to use tents, they may only be used in the designated areas with prior approval. All tents must be erected during a prearranged time, please have your tent company call the house staff to arrange this.
5. Any items rented from a rental company are to be set up by the rental company, caterer, or the guest.
6. Professionally licensed caterers are highly recommended to assist with your food services. They are expected to provide their own supplies such as garbage bags, detergents, paper towels, etc., needed to keep the House in good order. There are no serving pieces or cooking pans available at the house. Please pick-up any trash and leave the areas used by your group clean. Spills must be cleaned up immediately.
7. Alcoholic beverages can be served but not sold in designated areas of the House and Gardens. . It is the renters or caterer's responsibility to arrange for the bartenders. Kegs of beer and bars are permitted on the porch or grounds of the property, but not in the house. The bartender must remove all bottles, cans, and garbage (to trash cans) from the bar. Consumption of alcoholic beverages is strictly limited to the property. We urge all visitors to use good judgment and moderation in the consumption of alcoholic beverages. Please designate a driver who will not be drinking. You should also be sure no minors (by I.D. checks if necessary) are served and that consumption levels are not excessive.
8. Since rice has been found to be harmful to birds please make plans to use birdseed for wedding celebrations. Sparklers and open flame torches are NOT to be used inside of outside of the house at anytime.
9. The house has available, for your use, some tables and chairs which may be used indoors or outside on porches.

Please sign below acknowledging you have read and agree to these rules:

Signature and Printed Name

Date