

**STATE HISTORICAL SOCIETY OF NORTH DAKOTA
USER'S GUIDE FOR THE NORTH DAKOTA FORMER
GOVERNORS' MANSION STATE HISTORIC SITE.
Revised January 2013**

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

Nonagency 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

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 nonagency use of the facilities is permitted without a signed user's agreement or memorandum of 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 30 days or fewer than ten 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 and must be made through the office of the Historic Preservation Division.

Cancellations

A \$10 administrative fee will be charged for all cancellations occurring fewer than ten 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 28 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

FEE SCHEDULE FOR THE FORMER GOVERNORS MANSION

*Mansion - \$45 per hour
Lawn event - \$100 (8 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 non-profit purposes. Please contact the site supervisor to see if your event qualifies.

EVENT SETUP and DECOR

The site supervisor will arrange tables, chairs, and Society-owned equipment according to the user's requests. 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. Exhibits and aisles 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.

AUDIOVISUAL and SPECIAL EQUIPMENT

The Former Governors' Mansion has a 20" LCD television with a DVD Player. A password protected wireless internet connection is available for users. The Steinway piano is available for entertainment and recital performances. All use of the piano must be approved.

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 must be prepared in the kitchen and should be served in the kitchen.

- Food needs to be from a licensed or approved kitchen/bakery. ["approved kitchen" by the local health dept inspector].
- Or prepackaged food purchased from commercial entity such as a grocery store.
- SHSND requires third party organization 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 written permission from the director. 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 provided 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 closes at the time specified in the rental agreement without a Alast call.@

PUBLICITY: HANDOUTS

Publicity is the responsibility of the user. Partisan or sectarian handouts, as well as displays of a commercial nature, are prohibited at the Mansion.

TELEPHONES: MESSAGES

The Former Governors' Mansion has one phone that can be moved around the main floor of the mansion by use of a cord. The phone has local access only and has speaker-phone capabilities. For groups that

need to access a long-distance number, a telephone calling card will be necessary. SHSND personnel will provide instructions for phone use to those unfamiliar with the phone system.

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.