

Guidelines and Policies of Livingston Weddings and Receptions LLC

The following guidelines and policies of Livingston Weddings and Receptions LLC must be followed for all site rentals. This list of guidelines and policies is an integral part of the Site Rental Agreement and may be modified from time to time by management.

1. **NO SMOKING** is allowed inside the buildings of Oak Hill, including the front porch of the Manor House. There will be no open flames allowed, which prohibits all candles, firepits, torches, lanterns, fireworks, firepits or flames of any kind on the property. Battery operated candles are allowed.
2. **PARKING**—Staff will designate parking areas with signage. Keep in mind that designated parking areas will be indicated by staff. There will be no parking near the Manor House or barn or carriage house. Weather conditions may be muddy after heavy rains on a country estate and all drivers and buses must stay on the paved surface indicated, or in designated parking zones. Any damage to the property from bus companies will be repaired and paid for by them, or by the wedding party. Alcohol and driving represent increased risks that are the full responsibility of the wedding party and their guests.
3. **TRAILERS**-Restroom trailers are allowed at the far end of the parking area near the Manor House as indicated in the attached drawing. Nothing is allowed near the house. Trailers must remain on the paved area.
4. **TENTS**--Tents for events are discouraged other than for the caterer behind the barn. If tents are requested, they must be approved by Livingston Weddings in advance and there will be an additional charge for the lawn damage of \$500. Tents are allowed only in the area past the garden on the south lawn. The tent company must supply a certificate of insurance, and is responsible for all damage to the gardens and lawn. All tent pole holes must be refilled after the event. Tents are not allowed in any area other than that indicated in the attached. All catering tents will go in the designated area behind the beam barn. No additional tents are allowed near the Manor House. No amplified music is allowed under tents by the town.
5. All events must end promptly at 10:30PM. Buses must be ready at that time for pick up, all music must end and no further food or drink is allowed to be served.
6. All caterers and vendors must do full clean up and remove all trash and debris from the property by the morning following the event. Small dumpsters are allowed behind the barn as long as they are removed the following day.
7. Music is allowed inside the barn, but not outdoors. If the music level is too loud, management has the right to request that it be turned down. We have elderly

neighbors, so the back door of the barn should remain closed and all music must end by 10:30PM.

8. All traffic must come to the property via Oak Hill Road off Route 9G. No traffic is allowed down Chapel Road due to the dense settlement there. Please advise all vendors to deliver the same way. These directions are required on all invitations for the event. **DO NOT USE CHAPEL ROAD** must be indicated on invitations and to vendors in spite of the GPS directing them there.
9. Livingston Weddings LLC would like to receive links to all photos taken on the property and has the right to use such photos for promotional purposes. Please advise your photographers and videographers of such.
10. Livingston Weddings must approve all lighting used in the barn and on the property for safety.
11. The exits and doorways of the beam barn may not be obstructed by the wedding party, caterers or bartenders with tables, chairs or displays of any kind. All doors and exits must be completely free of obstruction for up to 25 feet. No tables may be placed lengthwise in front of the side door or any door.
12. The management may completely at its own discretion remove or request to be removed any decoration, tent, lighting, trailer or vehicle that it deems to be a danger or inappropriate on the property.
13. The renters of the site will respect that this is a private home, and will not have access to the Manor House. The renters and guests will do all they can to minimize the negative impact on the historical property and attempt to preserve the natural beauty of the site.
14. The sofas and oriental rugs in the beam barn may be moved at your own expense, however they must be returned to their original positions the day following the event, also at your own expense.
15. The carriage house may be used for the wedding party to prepare prior to the ceremony and also must be left in broom swept condition.
16. The renter acknowledges that the caterer must provide bottled water for all guests as the cistern water in the barn is non-potable. This is rain water from the roof and not meant for human consumption.