



Located at 1630 Latimer Street, Philadelphia, the Colonial style house and gardens serve as the Pennsylvania headquarters for The National Society of the Colonial Dames of America. Ritter and Shay, renowned Colonial revival architects, designed it and construction was completed in 1921.

The Society is composed entirely of women who are descended in their own right from some ancestor of worthy life who, residing in an American colony prior to 1750 rendered efficient service to his country during the Colonial period, either in the founding of a State or Commonwealth, or of an institution which has survived and developed into importance, or who shall have held an important position in a Colonial government, or who by distinguished services, shall have contributed to the founding of our nation.

The objects of the Society are to collect and preserve manuscripts and traditions, to preserve and restore buildings connected with the early history of our country, to diffuse information concerning the past, to create a popular interest in Colonial history and to stimulate a spirit of true patriotism and a genuine love of country.

The Society awards scholarships to outstanding students of American history; welcomes new citizens into this country at Naturalization receptions; and demonstrates its concern for other citizen's principally American Indians.

In addition, the Society's historical research program is well known for its collection of slide films, flags and other historical data on Colonial times.

The Society also contributes to the preservation of several homes. The NSCDA restored and provides staff for Stenton, one of the finest early American homes located in Philadelphia, which is open to the Public. Sulgrave Manor, the ancestral home of George Washington in Northhamptonshire, England, is a superb example of a modest Tudor Home. In 1924, the NSCDA generously endowed Sulgrave Manor House and co-operates with the Board in its upkeep. Gunston Hall, located south of Washington D.C., is the plantation home of George Mason, author of America's first Bill of Rights. The National Society of the Colonial Dames of America is Stewards of this home and we preserve the building and grounds, as well as provide educational tours and programs.

Dumbarton House, located in Washington D.C. serves as National Headquarters of The National Society of the Colonial Dames of America and remains open to the public as a Federal Period Historic House Museum.

Adriana Robinson
Executive Assistant
Phone: 215-735-6737
Fax: 215-735-1666
Email: padames1@verizon.net



House of the Colonial Dames, 1630 Latimer Street, Philadelphia

RENTAL FEES FOR EVENTS

<i>Downstairs(drawing, dining, loggia, garden).....</i>	<i>\$ 1,200.00 + Staff**</i>
<i>Garden.....</i>	<i>\$ 650.00 + Staff**</i>
<i>Loggia.....</i>	<i>\$ 400.00+ Staff**</i>
<i>Ballroom.....</i>	<i>\$ 1,000.00+Staff**</i>
<i>House(downstairs & upstairs, garden).....</i>	<i>\$ 2,000.00+Staff**</i>
<i>Staff**(2 required).....</i>	<i>\$ 350.00**</i>

The above fees refer to a four (4) hour period of use. This “period of use” is determined by the arrival time of the first guest and the departure time of the last guest. Under normal conditions the preparation and the take-down time of an event are included unless they exceed four (4) hours. Additional time is billed as follows:

<i>Hours.....</i>	<i>\$200.00/hour</i>
<i>Staff(2).....</i>	<i>\$ 50.00/per person</i>

<i>Table: 60” Round (9 available)</i>	<i>Chairs: Windsor (40 available)*</i>
<i>72” Round(2 available)</i>	<i>White(wood frame, white padded seat-100 available)*</i>
	<i>*indoor use only*</i>

A DEPOSIT OF \$750.00 IS REQUIRED TO RESERVE THE DATE. THIRTY(30) DAYS CANCELLATION NOTICE IS REQUIRED FOR REFUND OF DEPOSIT.

Please make checks payable to: NSCDA Comm of PA

PLEASE PROVIDE A “CERTIFICATE OF INSURANCE” FOR \$1,000,000.00 LISTING “COLONIAL DAMES” AS ADDITIONAL INSURED FOR EACH SCHEDULED EVENT.

Dimensions of rooms available for use:

<i>Drawing room:.....25’W x 27’D</i>	<i>Ballroom (2nd floor).....29’W x 40’ D</i>
<i>Dining room.....14’W x15’ D</i>	<i>Stage.....23’W x 9’ D</i>
<i>Loggia(Sunporch).....25’W x 11’D</i>	

*Reduced rate parking is available at the: Latimer Garage-1510 Latimer Street, 215-545-2314
Town Garage- 1524 Latimer Street, 215-545-2923*

Colonial Dames Rental Rules

1. *Use of the facility cannot be scheduled if such use conflicts with the normal activities of the Society.*
2. *Guests must be thirteen (13) years of age or older. (children under thirteen must be approved by Executive Assistant.)*
3. *A maximum of 120 person permitted.*
4. *Only Caterer's on the preferred list are permitted to accept rentals at Colonial Dames. Any other caterer's must meet and be approved by the Executive Assistant.*
5. *The caterer is permitted (4-5) hours prior to the stated contract time for set-up. This rule applies to any other type of set up flowers, musicians etc.*
6. *The Colonial Dames' staff will be arriving four (4-5) hours before the start of any event.*
7. ***The caterer is responsible for:***
 - a. *Sweep all work areas used.*
 - b. *Clean and scour all sinks used.*
 - c. *Store all rental equipment etc. in the sunroom, unless otherwise directed by Colonial Dames' staff.*
 - d. *Tablecloths not to be shaken out on floor.*
 - e. *Thoroughly clean all tables and work areas.*
 - f. *Clean up dry spillage, whether it is on carpet or floor.*
 - g. *remove all trash and garbage from premises. **(MUST BE REMOVED SAME DAY AS EVENT)***
 - h. *keep all exit doors closed and locked to prevent unwelcome visitors.*
 - i. *set up all tables and chairs. (Colonial Dames tables and chairs must be broken down and returned to where they were found unless directed by Colonial Dames' staff)*
 - j. *provide all linens, silver, glasses, china and portable kitchen equipment/utensils. **Please prepare well, if any equipment/utensils are forgotten we do not and will not lend anything out. All our equipment etc. is for Dames use only.***
 - k. *thoroughly clean oven after each use.*
 - l. *bring dish detergent, dishcloths, trash bags, paper towels, extension cords and any other supplies needed. **Please prepare well, if any supplies are forgotten we do not and will not lend anything out. All our supplies etc. are for Dames use only.***
 - m. *staff to change and store clothes in areas designated for that purpose.*

- n. must not block the back stairways going up to the third floor.*
- 8. Unless specified for caterers' use, all storage areas in the kitchen drawers, cabinets, closets, etc.-utensils and appliances should be considered off limit.*
 - 9. Caterers must take all equipment/food etc. (unless rented) the same day of the event.*
 - 10. The Lessee must also take all gifts, decorations, flowers etc. with them the same day of the event, unless special arrangements are made and approved by the Executive Assistant. All special arrangements must be made one week before the event.*
 - 11. Colonial Dames must be notified seven (7) days in advance of caterer's arrival time, as well as arrival times of florist, rental services and others.*
 - 12. Caterer must provide current Certificate of Insurance for each event one month in advance of event. Caterer must provide the following coverage.*
 - a. public liability, bodily injury and property damage, including products liability and host liquor liability of liquor law liability with limits of \$1,000,000.00 each occurrence or bodily injury and property damage combined.*
 - b. Auto liability with \$1,000,000.00 employer liability.*
 - c. Workmen's compensation with \$1,000,000.00 employer liability.*
 - d. The Certificate shall name Colonial Dames as additional insured with respect to operations at their premises. This certificate will be kept on file. If policy is changed, the current one must replace it.*
 - 13. Equipment must come from Rental Company.*
 - 14. NO beer kegs or shots are permitted.*
 - 15. Lessee must agree to refuse to serve alcoholic beverages to any person attending who appears to be intoxicated. Caterers are advised to instruct their bartenders and employees not to serve alcoholic beverages to anyone who is under age or inebriated.*
 - 16. Bar facilities may be set up in the designated bar areas only. Coverings should be put down on the floor before the bar is set up.*
 - 17. Lessee is fully responsible for any damage caused by them, their guests and their caterer, and for any loss of equipment. Lessee must agree to indemnify Colonial Dames for any such damage or loss. In addition, Lessee will indemnify and hold Colonial Dames harmless for any damage, loss or injury to the person or property of Lessee, their agents or their guests.*

18. Colonial Dames **will not reimburse** the lessee, their guests, and their caterer for any items that are left, or lost at 1630 Latimer Street.
19. Prior approval of the Executive Assistant is required for any planned entertainment.
20. The Executive Assistant must approve any change in plans or arrangements.
21. Throwing of rice, confetti or other litter is specifically prohibited.
22. Dancing is permitted in the designated area in the front of the Ballroom. Dancing is permitted on the first floor with the rental of a dance floor.
23. Lessee shall not assign or transfer this lease or sublet the premises or any part thereof or permit the same to be occupied by anyone other than the Lessee, his agents, invitees, and guests for the purpose set forth herein.
24. **No public advertisement of said affair is permitted;** Lessee shall not use the name of Colonial Dames in any form except to identify the location of the premises. **No media coverage of an event is permitted.**
25. The Lessee may arrange for a special duty Security Officer at least three (3) weeks prior to the event. The Executive Assistant, who is also to be advised of any extraordinary security arrangements you deem necessary, will make these arrangements. The Lessee will assume the cost for these arrangements.
26. The Executive Assistant prior to set up must approve location of chair and table set up.
27. Plants and flowers must be kept in double container to prevent spillage.
28. Candles must be protected. Executive Assistant must approve the use of candles.
29. Musicians must stop playing 10 minutes prior to the scheduled end of the party, and failure to do so will result in overtime charges. We do not supply extension cords for musicians use. We recommend that musicians schedule a visit to the site.
30. No dancing allowed in garden.
31. No DJ music or live band allowed to play outside. (Ceremony music and cocktail music allowed).
32. Colonial Dames chairs are for indoor use only. If chairs are needed for the Garden, they must be obtained from a rental company.

33. Meetings with caterer, florist or musicians are by appointment only. These arrangements are to be made in advance with the Executive Assistant and may be scheduled between 10:00 am – 3:00 pm Monday to Friday. There are no weekend office hours.

34. A **\$750.00 deposit** is required to reserve a date, with total charges to be paid within ten days of the event. Reservations are accepted in order of check or CC (VISA or MC) received. (Check to be made out to NSDCA/PA)

35. Total charges are to be paid within ten days of the event. (Check MC or VISA are acceptable forms of payment for the site rental. Check to be made out to NSCDA/PA). (Payment for the maintenance fee is by check only made payable to ADRIANA ROBINSON).

36. All cancellations must be in writing.
A Sixty (60) day written notice of cancellation will result in **100% refund of your deposit.**
A Thirty(30) day written notice of cancellation will result in **50% refund or your deposit.**
Less than Thirty(30) days written notice of cancellation **NO REFUND WILL BE GIVEN.**

I have read the rental rules and will be responsible for insuring that the above rules and regulations will be followed, and for any damage or breakage that may occur during this event.

DATE: _____ LESSEE: _____
(Signature)
TELEPHONE: _____

DATE: _____ CATERER: _____
(Signature)
TELEPHONE: _____

DATE: _____ MUSICIANS: _____
(Signature)
TELEPHONE: _____

DATE: _____ FLORISTS: _____
(Signature)
TELEPHONE: _____

CATERERS

JEFFREY MILLER
1530 LOCUST STREET
PHILADELPHIA, PA 19102
TEL: 610-622-3700
FAX: 610-622-3941
CONTACT: MARC LISS

MUSEUM CATERING COMPANY
33RD & SPRUCE STREETS
PHILADELPHIA, PA 19104
TEL: 215-898-2115
FAX: 215-898-9448
CONTACT: PAMELA WINGE

SHACKAMAXON
3499 STREET ROAD
BENSALEM, PA 19020
TEL: 215-244-9700
CELL: 215-431-8737
FAX: 215-244-9400
CONTACT: KEN CORRELL

CATERING BY DESIGN
110 EAST HECTOR STREET
CONSHOCKEN, PA 19428
TEL: 610-825-8082
FAX: 610-825-8146
CONTACT: PETER LOEVY

UNCOMMON EVENTS
12 EAST CORNWALL DRIVE
CHALFONT, PA 18914
TEL: 215-822-2563
CONTACT: MELISSA BROWN

JIMMY DUFFY & SONS, INC.
1456 LANCASTER AVE.
BERWYN, PA 19312
TEL: 610-647-0160
CONTACT: PAUL J. DUFFY, JR.

FEAST YOUR EYES
914 NORTH 2ND STREET
PHILADELPHIA, PA 19123
TEL: 215-923-9449
FAX: 215-923-9852
CONTACT: LYNN BUONO

J. SCOTT CATERING
189 Pennsylvania Ave.
Malvern, PA 19355
TEL: 610-725-9420
FAX: 610-725-9421
CONTACT: MARCEL BELISLE

FEASTIVITIES
814 LANCASTER AVENUE
BERWYN, PA 19312
TEL: 610-889-0750
FAX: 610-889-3229
CONTACT: LEILA MILLER

MANNA CATERING
12 SOUTH 23RD STREET
PHILADELPHIA, PA 19103
TEL: 215-940-0506
FAX: 215-496-1349

JACK FRANCIS CATERING
300 MAPLE STREET
CONSHOHOCKEN, PA 19428
TEL: 610-825-0776
FAX: 610-825-7893
CONTACT: JONATHAN M. SMITH

CULINARY CONCEPTS
1406 SOUTH FRONT STREET
PHILADELPHIA, PA 19147
TEL: 215-755-7747
FAX: 215-755-3468
CONTACT: KATIE KIENLE

FROG COMMISSARY
435 FAIRMOUNT AVE.
PHILADELPHIA, PA 19123
TEL: 215-923-6500
FAX: 215-623-6519
CONTACT: MARSHA STEPAN-NELSON

DAY BY DAY
21ST AND SAMSON STREETS
PHILADELPHIA, PA 19103
TEL: 215-564-5540
FAX: 564-6531
CONTACT: STEPHEN OR ROBIN

WISHES BY CARLINO'S
2638 EAST COUNTY LINE ROAD
ARDMORE, PA 19003
TEL: 610-649-3615 x 107
FAX: 610-649-8439
CONTACT: MICHAEL O'HARA

KORIANDER'S
103 E. ROSE VALLEY ROAD
WALLINGFORD, PA 19428
TEL: 610-565-1480
CONTACT: DAVID & NIRVANA KACALA

LA BEC FIN
1523 WALNUT STREET
PHILADELPHIA, PA 19103
TEL: 215-567-1000
CONTACT: MEG TROTTNOW

CANAPE CATERING
401 PENLLYN PIKE
BLUE BELL, PA 19422
TEL: 215-654-5369
FAX: 654-5012
CONTACT: MICHAEL L. KENNY

CHARLES ROMAN CATERING
TEL: 215-680-2030
FAX: 215-887-0709
CONTACT: CHARLES ROMAN, JR.



CONTRACT

NAME _____
(Company/Organization/Bride & Groom)

ADDRESS _____

PERSON TO CONTACT _____ **CONTACT PHONE** _____

DATE _____ **NUMBER OF GUESTS** _____ **TIME: From** _____ **To** _____

TYPE OF PARTY/EVENT _____

FLORIST _____ **TELEPHONE** _____

ENTERTAINMENT _____ **TELEPHONE** _____

CATERER _____ **TELEPHONE** _____

SPACE REQUIRED First Floor _____ Second Floor _____ Garden _____

- 1. The Renter agrees to indemnify and hold harmless, The National Society of The Colonial Dames of America in The Commonwealth of Pennsylvania from any claims, damage, loss or expense (including attorney's fees and court costs) arising out of the use of 1630 Latimer Street, Philadelphia, facility by renter, renter's guests, agents of those such as caterers, musicians and others who are working for or with Renter.*
- 2. The Renter hereby agrees to be responsible for maintaining 1630 Latimer Street, Philadelphia, facility and the adjacent garden in as good, clean condition as that in which it was immediately prior to the Renter's use. The Renter further agrees to pay any and all reasonable costs of repair of damage to the facility caused by, or occurring during its use of the facility pursuant to this contract.*
- 3. The Renter agrees to provide a "Certificate of Insurance" for \$1,000,000.00 listing "The National Society of The Colonial Dames of America" as additional insured for each scheduled event.*

DATE _____ **SIGNED** _____

Directions to The National Society of the Colonial Dames of America in the Commonwealth of Pennsylvania (1630 Latimer Street)

From the I-95 Expressway, take the Vine Street Expressway to 15th Street (left lane for left turn south). Pass Race, Cherry, Arch, JFK Blvd., Market, Chestnut, Juniper, Walnut, Locust (9 traffic lights). Just past Locust you will find a small street on the right- turn West (right) into the 1500 block of Latimer Street where you will find two enclosed garages **Latimer Garage** and **Town Garage**. Please have you ticket stamped at Colonial Dames for reduced rate.

From the Blue Route and Schuylkill Expressway, after 30th Street, stay all the way over in the right lane until 15th Street. Turn right at 15th Street. Follow directions above to Latimer Street.

From South Jersey and the Benjamin Franklin Bridge, take the Vine Street Expressway to 15th Street (left lane for left turn south). Follow directions above to Latimer Street.

The Colonial Dames House is one block West of the parking garages at **1630 Latimer Street**.

Should you need further directions en route, please call Adriana Robinson at 215-735-6737.