



*The National Society*  
*of*  
*The Colonial Dames of America in the*  
*Commonwealth of Pennsylvania*



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.

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**Adriana Robinson**

Executive Assistant

Phone: 215-735-6737

Fax: 215-735-1666

Email: [Dames1891@gmail.com](mailto:Dames1891@gmail.com)



**RENTAL FEES FOR EVENTS**

House (Downstairs, garden & upstairs) March – October.....	<b>\$4,500.00</b>
House Off Season November –February.....	<b>\$3,750.00</b>
Ceremony Only.....	<b>\$1,750.00</b>
Corporate.....	<b>\$2,250.00</b>
Non-Profit.....	<b>\$1,750.00</b>

**Two Staff required**

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:

Extra Rental Hours.....**\$500.00/per hour**

**Venue Equipment:**

- Tables:** 60” Round (12 available)  
 72” Round (2 available)  
 4 6ft tables  
 3 4ft table  
 5 8ft tables (2 are skinny)  
 4 High Tops

- Chairs:** 2 sets of  
 120 white resin padded chairs for outdoor use  
 120 white Chiavari Chairs for indoor use (cushions will need to be rented)

**Dimensions of rooms available for use:**

Drawing room.....25’W x 27’D Ballroom (2nd floor).....29’W x 40’D Dining room.....14’W x 15’D  
 Stage.....23’W x 9’D Loggia(Sunporch)....25’W x 11’D

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A deposit of \$1,000.00 is required to reserve the date. Sixty (60) days cancellation notice is required for each scheduled event.

**Please make checks payable to: NSCDA/PA.**

**CATERER WILL PROVIDE:** “CERTIFICATE OF INSURANCE” FOR \$1,000,000.00 LISTING “COLONIAL DAMES” AS ADDITIONAL INSURED FOR EACH SCHEDULED EVENT.

**PARKING AT:** LATIMER GARAGE-1510 LATIMER STREET, 215-545-2314

**REDUCED PARKING AT:** PARK AMERICA AT THE ACADEMY HOUSE- 251 SOUTH 15TH STREET, 215-985-4288

\*\*Prices effective 08/15/2019



**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 \_\_\_\_\_

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**NOW THEREFORE**, the parties hereto, intending to be legally bound, hereby agree as follows:

1. Lessee agrees to indemnify and hold harmless, The National Society of The Colonial Dames of America in The Commonwealth of Pennsylvania ("The Colonial Dames") from any claims, damage, loss or expense (including reasonable attorney's fees and court costs) directly resulting from the improper use of 1630 Latimer Street, Philadelphia, facility by Lessee, Lessee's guests, agents of those such as caterers, musicians and others who are working for or with Lessee.
2. Lessee hereby agrees during the period of the event 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 Lessee's use. Lessee further agrees to pay any and all reasonable costs necessary to repair damage to the facility caused by, or occurring during its use of the facility pursuant to this contract.
3. Lessee agrees to pay to the NSCDA/PA a \$\_\_\_\_\_ deposit fee. The balance is due and payable no later than 10 days prior to the event date. (Final Invoices will be sent before the event date).
4. This Contract and the NSCDA/PA Rental Rules, each executed by the parties hereto, constitute the entire agreement and understanding of the parties hereto and shall be governed by and construed under the laws of the Commonwealth of Pennsylvania.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals:

Name (s): \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

The National Society of The Colonial Dames of America in the Commonwealth of Pennsylvania NSCDA/PA

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_



## **RENTAL RULES**

1. Use of the facility cannot be scheduled if such use conflicts with the normal activities of The National Society of The Colonial Dames of America in the Commonwealth of Pennsylvania, NSCDA/PA.
2. Guests under thirteen (13) years of age must be approved by the Executive Assistant of the NSCDA/PA. If approved, children must be supervised at all times.
3. A maximum of 120 persons is permitted.
4. All events are a four hour period of use, if using the facility for an evening event it must end at 11:00pm.
5. Only caterers on the preferred list are permitted to accept rentals at the Colonial Dames. Any other caterer must meet and be approved by the Executive Assistant of the NSCDA/PA.
6. The caterer is permitted four to five (4-5) hours prior to the stated contract time to setup.
7. Delivery and set up of flowers, musicians, wedding cake, etc. is permitted four to five (4-5) hours prior to the stated contract time.
8. The NSCDA/PA staff will arrive five (5) hours before the start of any event.
9. The caterer is responsible for the following:
  - a. Sweep all used work areas.
  - b. Clean and scour used sinks.
  - c. Store all rental equipment, etc. in the sunroom, unless otherwise directed by Colonial Dames' staff. **(NO RENTAL IS TO BE LEFT UPSTAIRS IN THE BALLROOM - IT MUST ALL COME DOWN. Unless directed by Colonial Dames.)**
  - d. Tablecloths not shaken out onto floor.
  - e. Thoroughly clean all tables and work areas.
  - f. Clean any 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 for ceremony and/or reception. (Colonial Dames' tables and chairs must be broken down and returned to where they were found, unless otherwise directed by Colonial Dames' staff).
  - j. Provide all linens, silver, glasses, china, and portable kitchen equipment and utensils.



- k. Please prepare well. If any equipment or utensils are forgotten, **WE DO NOT AND WILL NOT** loan anything out. All of our equipment, etc. is for **DAMES USE ONLY**.
  - l. Thoroughly clean oven after each use.
  - m. 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** loan anything out. All our supplies, etc. are for **DAMES USE ONLY**.
  - n. Staff to change and store clothes in areas designated for that purpose.
  - o. Make sure your staff and managers are dressed professionally.
  - p. All busing and food prep (plating, etc.) must be done in designated areas (basement, kitchen areas, etc. No plating is permitted in front of house). No exceptions.
  - q. Must not block the back stairways that go up to the third floor.
  - r. Unless specified for caterer's use, all storage areas in the kitchen drawers, cabinets, closets, utensils, and appliances are off limits.
  - s. Caterer must take all equipment, food, etc. the same day of the event, unless rented.
10. The Lessee must 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 date.
11. The Executive Assistant of the NSCDA/PA 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. The Executive Assistant of the NSCDA/PA must be informed in detail and approve floor plan set up, decorations, location of chairs and tables, and any equipment being used or rented.
13. Caterer, vendors and lessee must provide current Certificate of Insurance for each event one month in advance of event date. Caterer or lessee 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 NSCDA/PA as additional insured with respect to operations at NSCDA/PA premises. This certificate will be kept on file. If policy is changed, the current one must replace it.
14. Beer kegs, shots are **NOT** permitted. **NO EXEPTIONS**.
15. If you are Having wine service during dinner, it **MUST** be served by the catering staff. If wine bottles are given as favors they are not allowed at the table they must be given out at the end of the event.



16. Lessee and Caterer 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 visibly inebriated.
17. Caterer must make sure that all bars are manned at all times.
18. Lessee and Caterer must agree that the bar areas will be closed and only opened until after the ceremony.
19. 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. **ALL BARS MUST CLOSE 15 MINUTES PRIOR TO THE SCHEDULED END OF THE PARTY.** Failure to do so will result in overtime charges.
20. Lessee is fully responsible for any damage, problems, loss of equipment caused by them, their guests, Caterer, and all other vendors hired for the event. 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.
21. The NSCDA/PA will not reimburse Lessee, their guests, or their caterer for any items that are left or lost at 1630 Latimer Street.
22. Prior approval of the Executive Assistant of the NSCDA/PA is required for any planned entertainment.
23. The Executive Assistant of the NSCDA/PA must approve any change in plans or arrangements.
24. Throwing of rice, confetti, or rose petals is prohibited.
25. **OUTDOOR DINNER SERVICE IS NOT ALLOWED.** Outdoor space is designated for ceremony and cocktails only.
26. 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.
27. No public advertisement of said affair is permitted. Lessee shall not use the name "Colonial Dames" in any form except to identify the location of the premises. No media coverage of an event is permitted.
28. Lessee may arrange for a special duty security officer at least three (3) weeks prior to the event date. The Executive Assistant of the NSCDA/PA is to be advised of any extraordinary security arrangements deemed necessary, and will make such arrangements as requested. Lessee will assume the cost for these arrangements.
29. Plants and flowers must be kept in double containers to prevent spillage.
30. Candles must be protected. The Executive Assistant of the NSCDA/PA must approve the use of candles.





31. Elevator is not a freight elevator. It is for guest use only.
32. Please advise the NSCDA/PA Executive Assistant if you have guests that will need the Elevator. Be aware that the Elevator is narrow and that not all wheelchairs, especially motorized wheelchairs will not fit.
33. The NSCDA/PA can provide a ramp for any guest that needs it
34. Lessee is not permitted to close off the restrooms to their guests prior to the start of their event. Men's room is on the first floor, ladies room is on the second floor.
35. Dancing is permitted in the Ballroom. Dancing **IS NOT** permitted on the first floor or garden.
36. Musicians must **STOP PLAYING 10 MINUTES** (plan accordingly for last song.) prior to the scheduled end of the party. 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
37. **DJ's music or live music is allowed to play outside for ceremony and cocktails only. All reception music (dance music) must be indoors and DJ only.** Be aware that we have neighbors. Your guests should be able to hear your cocktail music, not our neighbors. Our neighbors have the right to call police if music is too loud and it is disruptive in any way. This includes any indoor and outdoor music.
38. Meetings with caterer, florist, or musicians are by appointment only. These arrangements must be made in advance with the Executive Assistant of the NSCDA/PA and may be scheduled between 10:00 am – 3:00 pm Monday through Friday. There are no weekend office hours.
39. Please advise guests that the stamp for the parking lot tickets at the Latimer Street Garage and Towne Garage is discounted parking, and not validated unless Lessee makes arrangements with garages to pay ahead of time.
40. A \$\_\_\_\_\_ deposit is required to book a date, with total charges to be paid within ten (10) days of the event date.
41. Total charges are to be paid within ten (10) days of the event. (Check, MC, VISA & DISCOVER are acceptable forms of payment for the site rental. If paying by check, make check payable to NSCDA/PA).
42. Rehearsal's are permitted (no charge) but can not be confirmed until two weeks prior to your event date. The facility needs to be available for PAID events. If an event is already booked the day before your event you will need to make other arrangements for your rehearsal or work **out a different time and date with the approval of the Executive Assistant.**
43. 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 a thirty (30) day written notice of cancellation will result in NO REFUND.





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 directly resulting from our improper use of the facility during this event.

DATE OF EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_ LESSEE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE: \_\_\_\_\_ CATERER: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE: \_\_\_\_\_ DJ/BAND: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE: \_\_\_\_\_ FLORISTS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

The National Society of The Colonial Dames of America in the Commonwealth of Pennsylvania

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_



## **CATERERS**

### **12TH STREET CATERING**

3312 SPRING GARDEN STREET, PHILADELPHIA, PA 19104

TEL: 215-386-8595

EMAIL: [info@12stcatering.com](mailto:info@12stcatering.com)

WEB: [12THSTREETCATERING.COM](http://12THSTREETCATERING.COM)

### ~~**BIRCHTREE CATERING**~~

~~4500 WORTH STREET, PHILADELPHIA, PA 19124~~

~~TEL: 215-744-9489~~

~~EMAIL: [info@birchtreecatering.com](mailto:info@birchtreecatering.com)~~

~~WEB: [BIRCHTREECATERING.COM](http://BIRCHTREECATERING.COM)~~

### **CATERING BY DESIGN**

18 WEST HOTTER STREET, PHILADELPHIA, PA 19119

TEL: 215-866-9500

EMAIL: [info@cbdevents.com](mailto:info@cbdevents.com)

WEB: [CBDEVENTS.COM](http://CBDEVENTS.COM)

### **CATERING BY RICH**

TEL: 856-324-0150

EMAIL: [richzuvich@cateringbyrich.com](mailto:richzuvich@cateringbyrich.com)

WEB: [CATERINGBYRICH.COM](http://CATERINGBYRICH.COM)

### **CHEF'S TABLE CATERING**

2900 GRAYS FERRY AVENUE, PHILADELPHIA, PA 19146

TEL: 215-925-8360

EMAIL: [Chrys@cateringphiladelphia.com](mailto:Chrys@cateringphiladelphia.com)

WEB: [CATERINGPHILADELPHIA.COM](http://CATERINGPHILADELPHIA.COM)

### **CONSTELLATION CULINARY**

TEL: 215-923-2675

667 N. BROAD STREET, PHILADELPHIA, PA 19123

EMAIL: [info@constellationculinary.com](mailto:info@constellationculinary.com)

WEB: [CONSTELLATIONCULINARY.COM](http://CONSTELLATIONCULINARY.COM)



**DIBRUNO BROTHERS**

435 FAIRMOUNT AVENUE, PHILADELPHIA, PA 19123  
TEL: 215-665-1659  
EMAIL: [catering@dibruno.com](mailto:catering@dibruno.com)  
WEB: [DIBRUNO.COM](http://DIBRUNO.COM)

**FEASTIVITIES**

440 DOMINO LANE, PHILADELPHIA, PA 19128  
TEL: 215-475-3338/610-889-0750  
EMAIL: [info@feastivitiescatering.com](mailto:info@feastivitiescatering.com)  
WEB: [FEASTIVITIESEVENTS.COM](http://FEASTIVITIESEVENTS.COM)

**FEAST YOUR EYES**

1750 N. FRONT STREET, PHILADELPHIA, PA 19122  
TEL: 215-634-3002  
EMAIL: [info@feastyoureyescatering.com](mailto:info@feastyoureyescatering.com)  
WEB: [FEASTYOUREYESCATERING.COM](http://FEASTYOUREYESCATERING.COM)

**HERB SCOTT CATERING**

6531 GERMANTOWN AVENUE, PHILADELPHIA, PA.  
19119 TEL:215-842-1609  
EMAIL: [herbscott@herbscottcatering.com](mailto:herbscott@herbscottcatering.com)  
WEB:[HERBSCOTTCATERING.COM](http://HERBSCOTTCATERING.COM)

**JACK FRANCIS CATERING**

300 MAPLE STREET, CONSHOHOCKEN, PA 19428 TEL:  
610-825-0776  
EMAIL: [jackfranciscatering@verizon.net](mailto:jackfranciscatering@verizon.net)  
WEB: [JACKFRANCISCATERING.COM](http://JACKFRANCISCATERING.COM)

**J. SCOTT CATERING**

189 PENNSYLVANIA AVENUE, MALVERN, PA 19355  
TEL: 610-725-9420  
EMAIL: [catering@jscottcatering.com](mailto:catering@jscottcatering.com)  
WEB: [JSCOTTCATERING.COM](http://JSCOTTCATERING.COM)

**JEFFREY MILLER CATERING**

1530 LOCUST STREET, PHILADELPHIA, PA 19102  
TEL: 610-622-3700  
EMAIL: [info@jamcater.com](mailto:info@jamcater.com)  
WEB: [JAMCATER.COM](http://JAMCATER.COM)

**MILES TABLE & CATERING**

1620 SOUTH STREET, PHILADELPHIA, PA 19146  
TEL: 215-651-3040  
EMAIL: [mike@milestable.com](mailto:mike@milestable.com)  
WEB: [MILESTABLE.COM](http://MILESTABLE.COM)

**MISS RACHEL'S PANTRY**

1620 SOUTH STREET, PHILADELPHIA, PA 19146  
TEL: 215-798-0053  
EMAIL: [catering@missrachelspantry.com](mailto:catering@missrachelspantry.com)  
WEB: [MISSRACHELSPANTRY.COM](http://MISSRACHELSPANTRY.COM)

**POWER EVENTS**

TEL: 267-254-9810  
EMAIL: [ashley@powercateringevents.com](mailto:ashley@powercateringevents.com)  
WEB: [POWERCATERINGEVENTS.COM](http://POWERCATERINGEVENTS.COM)

**SAGE CATERED EVENTS**

1000 LANCASTER AVENUE, BERWYN, PA 19312  
TEL: 610-647-7243  
EMAIL: [info@sagecatering.com](mailto:info@sagecatering.com)  
WEB: [SAGECATERING.COM](http://SAGECATERING.COM)

**SEEDLING AND SAGE**

102 NORTH TYSON AVENUE, GLENSIDE, PA 19038  
TEL: 215-885-2037  
EMAIL: [events@seedlingandsage.com](mailto:events@seedlingandsage.com)  
WEB: [SEEDLINGANDSAGE.COM](http://SEEDLINGANDSAGE.COM)

**TASTY TABLE CATERING**

10 LEOPARD ROAD, BERWYN, PA 19312  
TEL: 610-251-0265  
EMAIL: [info@tastytablecatering.com](mailto:info@tastytablecatering.com)  
WEB: [TASTYTABLECATERING.COM](http://TASTYTABLECATERING.COM)

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.