



468 S. Perry Street ♦ Montgomery, AL 36104
334.242.3184 ♦ preserveala.org

Dear Sir or Madam:

Thank you for your interest in Fendall Hall as the site for your social event. Fendall Hall is an 1860's Italianate home that was occupied by the Young family for five generations. The state of Alabama purchased the home in 1973. Currently, the Alabama Historical Commission operates the home as a historic house museum.

Rental events are held at the home to assist with operation and preservation cost. It is the desire of the staff at Fendall Hall and the Alabama Historical Commission that your event be fun and enjoyable. However, the protection and preservation of the home is our first priority. For these reasons, guidelines and rules are necessary for the use of the house for social events.

Enclosed with this letter is a rental event package. This package contains the following:

- Event Fees Page
- Catering Guidelines
- Florist Guidelines
- Photography Guidelines
- Rental Contract
- Event Work Order

Please study each of these sheets before signing the event contract. If you have any questions please contact the Site Director at 334-687-8469 or fendallh@bellsouth.net. Knowing the information contained on these sheets will decrease confusion on the day of your event. If you agree to the guidelines, you may sign the contract and return it with the \$150 security deposit after making sure a date is available. (The \$150 does not limit your liability to this amount. Any damages caused by you, your guests or vendors are your responsibility for the full amount of the damages.)

Please make sure any vendors hired by you, photographer, caterer and florist, receive a copy of the appropriate guidelines. This should be accomplished before they arrive at Fendall Hall on the day of the event. The Site Director is available to meet with you and your vendors to discuss plans and needs. Please call for an appointment.

The City of Eufaula requires an event permit. This can be obtained at the City Offices in the Alabama Power Building at the corner of East Barbour Street and South Randolph Avenue.

We look forward to working with you before and during your event to ensure everything goes smoothly and everyone attending your event, including you, has an enjoyable experience.

Sincerely,

Deborah M. Casey
Site Director
Fendall Hall