

As you consider the Lucas Estate for your philanthropic event, please review the following important information.

The Lucas Estate is the residence of the Lucas Family. It is not considered an event venue. It is, however, often shared with the community as a space for charitable and nonprofit events.

Security: Because safety and security are a priority of each person on the Estate property, security is required for all events that take place at the Estate. PE Consulting and Protection Services LLC is our preferred security company. The cost of security is the responsibility of the organization hosting the event. The use of other security companies or security personal will require special approval.

Insurance: A Certificate of Insurance (COI) is required to be purchased by the organization hosting the event. The COI should fully cover the Lucas Estate Property, as well as all parties on-site during the event.

Entertainment: Please be aware there is a sound ordinance in the City of Carmel. The use of drums and electric guitars are not allowed outside.

Catering: Prime47 Carmel is the preferred caterer at the Lucas Estate. The use of other catering companies will require special approval. If you choose to have a bar during your event, only cash or open bars will be permitted. Bars based on consumption are not permitted.

Set Up and Décor:

- <u>A Classic Party Rental</u> is the preferred rental company for tents, tables, chairs, linens, and other event items you may need. The use of other rental companies will require special approval.
- The use of glitter, confetti, paper lantern and balloon releases are not permitted.
- Fireworks and hanging/placing items on the buildings, inside walls, and light fixtures and not permitted without prior approval.
- Events with more than 300 guests require the rental of additional bathroom facilities to accommodate the number of guests.
- Packages and deliveries should not be sent to the estate without prior approval. For example, auction items should be brought to the estate during your designated set up day.

Capacity: Maximum capacity at the West Pavilion is 450. Use of spaces apart from the West Pavilion, including lawn and grass areas, require special approval.