

*Powel House & Hill-Physick House*  
*Private Rentals FAQ*

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## Am I required to select a PhilaLandmarks preferred caterer?

We highly recommend using one of our excellent preferred caterers. Our outstanding caterers are expertly versed in hosting events in our historic house sites. Their expertise helps ensure your event is seamless and lowers the risk of damage to the house or its antiques.

With eight acclaimed vendors to choose from we are confident you will find one that fits your style and budget. We are here to help you with this process.

If you have an outsider caterer you feel you absolutely must employ, there is an additional \$500 fee added to your site rental cost and the caterer will need to be willing to successfully meet our approval process. No exceptions can be made to this additional fee or approval process.

## Where can I tell my guests to park?

Hill-Physick House: There are two parking garages located at 2nd and Lombard Streets.

[Check out this Map](#)

Powel House: The closest is located on 2nd Street between Chestnut and Walnut.

[Check out this Map](#)

## Do I need to rent a tent?

If your party is **40** or more people you must *reserve* a tent with lighting through **Ocean Tents**. This is because the house cannot accommodate larger parties indoors. In the event the weather doesn't cooperate on your event day your reservation ensures you'll be covered (literally).

You can cancel the reservation up to 48 hours in advance of your event. You will be responsible for the rain hold fee (a percentage of the total tenting cost) but not for the balance of the rental.

Please follow this [LINK](#) to view Ocean Tent's 2018 Tent packages. Be sure to check out their other services and offerings as they can help you host a seamless event.

## How many people can I have at my event?

### Hill-Physick House

#### Indoors:

Sit down dinner: 50 people maximum

Indoor Ceremony: 40 people maximum

Cocktail party: 75 people maximum

#### Outdoors:

Seated ceremony: 100 chairs

Garden Dinner: 100

### Powel House

#### Indoors:

Sit down dinner in Ballroom: 50 people maximum

Indoor Ceremony: 40 people maximum

Cocktail party: 75 people maximum

#### Outdoors:

Seated ceremony: 100

Garden Dinner: 100

## I am interested in a garden wedding. When will the outdoor plants fill in?

While mother nature is unpredictable and it depends on the year, typically the garden begins to fill in and look beautiful by late April/early May.

## When is my rental fee due?

Your site rental fee (separate from your \$1000 refundable security deposit) is due **30 days** prior to your event at the latest. However, you are welcome to remit payment earlier should you wish to do so.

## Does the house have tables and chairs available for use?

### Powel House

Tables: 2x 8ft Rectangular  
5x 60" Rounds (Indoor use in Ballroom only)

Chairs: 50 Chairs (Indoor use only)

### Hill-Physick House

Tables: 4x 8ft Rectangular  
2x 6ft Rectangular  
2x 4fts that can raise to bar height.  
2x Round tops  
2x Card tables

Chairs: 50 (Indoor use only)

## Can I drop off items prior to the day of my event?

We recommend dropping off any items including alcohol one day before your event.

**NOTE:** Be sure to clearly label all your item with your **last name(s)** and the **date of your event** (ex. "Smith-Clark Wedding 10/15/18). Sometimes there are back-to-back events at the houses and there could be another party's items in the storage room.

If you need to drop something off at the house the day of your event you must coordinate with the Site Manager for the property.

Powel House Primary Site Manager: Meagan Regina

[PowelHouse@PhilaLandmarks.org](mailto:PowelHouse@PhilaLandmarks.org)

Hill-Physick Primary Site Manager: Chris Anthony

[PhysickHouse@PhilaLandmarks.org](mailto:PhysickHouse@PhilaLandmarks.org)

## When can I set up for my event?

You can set up as early as 3 hours prior to the start time of your event. Typically, you can also do some setting up the day prior at your rehearsal.

## Who do you recommend for a bartender?

We recommend [Swig Events](#) and [Party Helpers of Philadelphia](#). They can also help with setup and cleanup.

## Can I cover the air conditioner units in the Powel House garden?

Yes, however they must be turned completely off. Note that the units cannot be shut and covered during the warmer months of the year.

## Do you recommend having a microphone for my outdoor ceremony?

It depends on the number of people attending your event. It certainly cannot hurt to have one as ambient outdoor city noise is unpredictable. In addition to being our exclusive tent provider, [Ocean Tents](#) also rents microphones.

## Why do I need Host Liability Insurance?

The host liability insurance covers you, the host, for any damages to the house, its contents, or the garden caused by you or your guests. Your host **liquor** liability covers you, the party host, from any damages caused by you or your party guests inside/outside the house both during and after the event.

While the catering company you use has their insurance to serve food and alcohol and protect against damage caused by the catering staff, their insurance does not cover what you or your guests do during or after the event.

## Do you have a recommended liability insurance carrier?

Please review to the liability insurance clause in your rental contract:

“Commercial General Liability: Licensee shall secure and provide PhilaLandmarks proof of commercial general liability insurance including host liquor liability by providing a certificate of insurance naming “ Philadelphia Society for the Preservation of PhilaLandmarks, Inc.” as Additional Insured for General Liability. The minimum policy limits should be as follows:

\$1,000,000	each occurrence
\$2,000,000	general aggregate
\$1,000,000	products and completed operations
\$1,000,000	personal and advertising liability
\$ 300,000	fire damage liability
\$ 5,000	medical expense

PhilaPhilaLandmarks should receive the certificate at least 30 days prior to the event.

The required insurance can be obtained at

[https://www.phly.com/products/SpecialEvents.aspx?utm\\_source=homepage&utm\\_medium=link&utm\\_term=special%20events&utm\\_campaign=featured](https://www.phly.com/products/SpecialEvents.aspx?utm_source=homepage&utm_medium=link&utm_term=special%20events&utm_campaign=featured)

## Do you have any Recommended Vendors?

Do we ever!

Don't see what you're looking for? I'm sure we have a great company on file! Reach our Private Rentals Coordinator at [mregina@philaPhilaLandmarks.org](mailto:mregina@philaPhilaLandmarks.org)

### **Tents, Microphones, Tables, Chairs**

[Ocean Tents](#)

### **Florist / Event Design**

[Beautiful Blooms Events](#)

[Papertini Floral and Event Design](#)

[Petals Lane Florist](#)

### **Photography**

[Werth Photography](#)

[Love me Do Photography](#)

[Mac Photographers](#)

[Ashley Ringelberg Photography](#)

### **Videography**

[Merryweather Films](#)

### **Invitations / Stationary Design**

[Chick Invitations](#)

### **Wedding & Event Planner**

[Brass Tacks Events](#)

### **Hotels**

[Kimpton Hotel Monaco Philadelphia](#)

[Penn's View Hotel](#)

[Best Western Plus Independence Park Hotel](#)

### **Music**

[Musicians Mole Street Artists](#)

[Night Music Ensemble](#)  
[heatherlardin@gmail.com](mailto:heatherlardin@gmail.com)

[Rittenhouse Strings](#)

[Kleine Kammermusik](#)

### **Bartenders/Servers**

[Swig Events](#)