

ROCHESTER PARKS AND RECREATION DEPARTMENT  
201 4 STREET SE ROOM 150  
ROCHESTER, MINNESOTA 55904

PLUMMER HOUSE RULES AND REGULATIONS

**\*\*\*PLEASE READ CAREFULLY\*\*\***

1. 2024 & 2025 Plummer House\* Rates:

\$650.00 + tax for 1 to 100 people Sunday through Thursday  
\$900.00 + tax for 1 to 100 people Friday and Saturday

2024 & 2025 Plummer House & Grounds\*\* Rates:

\$900.00 + tax for 1 to 100 people Sunday through Thursday  
\$1,150.00 + tax for 1 to 100 people Friday and Saturday

\*The Plummer House rental fee is for the reservation of the Plummer House. The grounds may be used with rental of the Plummer House but the renter does not have exclusive use of the grounds. The grounds are open to the public.

\*\*The Plummer House & Grounds rental fee is for the reservation of the Plummer House & Grounds. With this rental option, the renter has exclusive use of the grounds, not allowing the public on the grounds during the rental. **ENFORCEMENT OF THIS EXCLUSIVE USE IS THE RESPONSIBILITY OF THE RENTER.**

2. The **MAXIMUM** number of people allowed at any event at the Plummer House is 100, whether the function is held indoors or outside.
3. Payment in full is required for reservations made within 90 days of the reservation date.
4. Depending on rental choice, signs will be posted that state whether the Plummer House is closed to the public & booked for a private event or the Plummer House & Grounds are closed to the public & booked for a private event.
5. Renters are allowed to use the first and second floors of the Plummer House. **The third floor ballroom is not to be used for functions.** The first floor of the Plummer House is handicap accessible. All remaining floors are not handicap accessible. The main level grounds are handicap accessible. The gate at the top of the service road leading to the lower gardens is kept locked. It can be opened to allow handicap accessibility by contacting the caretaker and making arrangements. Hauling of any furniture/equipment via the service road is **NOT ALLOWED**.
6. The ponds in the lower gardens are turned on May 15<sup>th</sup> and drained after September 15<sup>th</sup>.
7. **Tents** are not allowed to be placed anywhere on the grounds. Yard games are not allowed.
8. **NO DANCES ARE ALLOWED.** Background music such as pianos, small combos or recorded music is acceptable. No bands or music machines. The electronic piano in the living room can be used, but it must be left in its present location. The on/off button to the piano is located to the lower left of the keyboard.
9. The Plummer House is open to renters from 9:00 a.m. to 11:00 p.m. Renters are responsible for set-up and clean up of their function. Clean up includes putting trash in proper containers, clean up of the kitchen, putting tables and chairs away, and putting furniture back in original location.
10. Renters are responsible to inform anyone involved in setup and tear down of the rules and regulations.
11. Movement of any **furniture** should be done by lifting rather than dragging on oriental rugs or floors. Furniture should not be stacked on top of each other when moving it from its location. Do not take antique furniture outside.

12. All **wall hangings** must remain where they currently exist.
13. All **candles** must be **DRIPLESS** and have a protective covering under them.
14. Any type of **rehearsal** would have to be accommodated within the 9:00 a.m. to 11:00 p.m. timeframe on the date of rental. Rehearsals are not allowed the evening before your event unless you have rented the House for the rehearsal.
15. Any and all **graduation** events held at the Plummer House are limited to one (1) family.
16. Renters may use any **caterer** they want. No restrictions. Food should be served and eaten on the main floor only.
17. Renters are responsible for the conduct of their guests and for any damage to the Plummer House or its contents.
18. There is **parking** to accommodate approximately 40 cars. Please park in an orderly manner. **NO PARKING IN CIRCLE DRIVE IN FRONT OF THE HOUSE.**
19. **Food trucks** are not allowed to park in the circle drive in front of the house. Food trucks need to contact the caretaker before the event to work out parking arrangements.
20. No throwing of rice, bird seed or confetti in the Plummer House or near the front door.
21. There are 10 eight-foot banquet tables, 13 sixty-inch round tables and approximately 100 chairs available for use at the House. Chairs with cloth coverings should not be used for outside functions. No tables or chairs are allowed to be set up on the second floor. The dining room table cannot be expanded or moved. There are no tablecloths. The kitchen is equipped with a stove and a refrigerator (with freezer). A 90-cup coffee maker is available (takes 5 to 7 cups of ground coffee per pot). The fireplace in the living room is functional. Wood is provided - please provide paper and kindling to start fire.
22. There is no **Wi-Fi or AV equipment** available (TV, VCR, screens, etc.).
23. Due to **COVID-19**, changes to the rules and regulations could be made at any time. Any changes would be communicated as soon as possible.
24. **REFUND POLICY** – Cancellations will be accepted in writing until 3 months (90 days) prior to the event. We will refund all but \$100.00. No refund if cancelled within 90 days.
25. A \$200.00 **deposit** is required to secure any reservations for the following year only if rates have not been set.
26. **Contacts:** Reservations – Kelly Evans, 507-328-2534, kevens@rochesterminn.gov  
Caretaker – Les & Sandy Cookman, 507-281-6182 (h), 507-261-4696 (cell)