



1155 S. Rock Hill Rd., Webster Groves, MO 63119 314-968-1776

FURNISHINGS, FIXTURES, & EQUIPMENT INCLUDED IN RENTAL

Tables & Chairs

- 120 Chairs
- 12 60-inch Round Tables
- 2 8-foot-long Buffet Tables
- 4 6-foot-long Buffet Tables
- 1 36-inch Round Table
- 1 Portable Bar (5'10" x 27")

Catering Kitchen & Equipment

- 2 Refrigerators with top Freezers
- 1 Gas Range/Oven
- 1 Microwave Oven
- 1 42-Cup Coffee Maker
- 3 Stainless Steel Sinks with Drainboards
- 1 Stainless Steel Counter with Shelves

Stone Fireplace with 84-inch wide mantle

Custom-made steel mesh fire screen
Real working fireplace

Electronics/Audio-Visual Aids

Secure, personalized access code for keybox and security system
Secure WiFi Password: wghs1776
3 Wooden Easels
Projector and blank white wall to use as projector screen

Dining Room

44 feet long X 33 feet wide
1,450± Square Feet of open space
Multiple electric outlets on all four walls
(Total of ten)

Ancillary Spaces

Entry Hall and Dressing Room
Men's & Women's Restrooms
Courtyard – Exterior Lighting
10-foot X 32-foot Concrete Patio
Outdoor Bar



HEARTH ROOM FURNISHINGS & CHECK LIST

CHECKLIST FOR RENTERS

Policies & Guidelines

- ~ DO choose your own caterer and beverage vendor.
- ~ DO sign-in to our secure WiFi service. Secure WiFi Password: wghs1776

- ~ DO decorate the mantle, hearth, and wall sconces.
- ~ Do NOT decorate the chandeliers.

- ~ Do NOT put tape or pins on the walls.
- ~ Do NOT use confetti, rice, or birdseed.

- ~ DO burn Duraflame® logs in the fireplace.
- ~ Do NOT burn cord wood in the fireplace.

- ~ DO use candles enclosed in glass votive or hurricane candle holders.
- ~ Do NOT use “open flame” candles.
- ~ DO use battery-operated, flameless candles.

- ~ Do NOT smoke or vape inside the Hearth Room.
- ~ DO smoke or vape in the outside courtyard. (Place cigarette butts in proper receptacle.)

After your Event & Before you Leave

- ☐ Return items that have been moved to their original position.
- ☐ Bring inside all items that have been taken outside.
- ☐ Make sure all kitchen equipment is clean.
- ☐ Tie up all used trash bags and put them in the dumpster just west of the building.
THIS INCLUDES BATHROOM TRASH
(There will be a \$25 charge for each trash bag that is not properly disposed of.)
- ☐ Make sure the kitchen door and all three dining room doors are locked.
- ☐ Check closely for personal items that may have been left behind.
- ☐ Turn off all lights. (Restroom lights and fans are on timers.)
- ☐ Set the security alarm. (All doors must be shut for the system to arm.)
- ☐ Leave by the Front Door – LOCK both the deadbolt and door lock as you leave.
- ☐ Replace the key in the key box to the right of the front door.

IMPORTANT NOTE: The Hearth Room is a self-service event space and there will be no coordinator on-site or on-call during your event. In case of emergency please call 314-681-0370.

You may book docent-guided Hawken House tours for your guests, to be held before, during, or after your event, with a tax-deductible donation of \$150.



Webster Groves
Historical Society