



Van Horn Mansion



Photo Session Rental Contract during the 2021 Christmas Season

Event Coordinator: Vicki Banks
vicki@newfanehistoricalsociety.com | 716-417-6791

Rental Options

Hourly Rate: \$50.00

This option carries a non-exclusive arrangement, meaning up to 2 photography sessions may be scheduled at the same time, rotating selected locations between both. This is extremely rare but we recommend you check with our Event Coordinator shortly before your rental date to confirm and plan for your visit.

Full Day Rate: \$400.00

This option includes 10 hours max. per day. This booking is exclusive for the entire estate; nothing else will be scheduled.



Estate Details

- Our Event Coordinator will be happy to arrange a visit of the estate and facilities prior to signing this contract. Please speak to her if you have any questions or inquiries.
- Your Designated Trustee (DT)
 - Photo Session rentals are required to have trustee(s) in attendance. They will answer questions and assist as needed.
 - The DT assigned to your event day is in charge of the estate, and responsible for following through on all parts of your signed contract.
 - All trustees are volunteers, so please be kind and considerate!
- Most areas of the estate are available for photographing. Our Event Coordinator or DT will discuss any areas off-limits, or what may be less suitable as backdrops.
- The Van Horn Estate is a smoke-free environment. It is your responsibility to ensure that there is no smoking on the premises.
- There is no Wi-Fi or internet available at the Van Horn Estate. Guests are welcome to bring their own.
- Rentals do not include tours of the mansion. They cost an extra \$5pp and must be paid for and scheduled ahead of time in the contract to ensure proper staffing.
- Please be respectful of the Christmas decorations and displays; do not move or adjust anything unless approved by your DT.
- Please review with your DT the relocation or adjustments of any furniture or displays.
- Your private rental includes a one (1) year membership to the Newfane Historical Society.

Policies

As the renter, you are responsible for the behavior of all your attendees. You are also required to follow all policies in this contract, including paying all owed fees on time and for damage discovered afterwards. Failure to comply with any part of this contract will result in proper action, including legal, by the Town of Newfane Historical Society.

1. Photo Sessions hosting more than 80 people all at once must reserve the building using the private rental contract.
2. The time selected for your rental must include all set-up and clean-up.



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Policies Cont.

3. Alcohol is permitted with restrictions, and it must be pre-approved and noted in your contract (*see page 4*).
4. Illegal drugs are strictly prohibited from the Van Horn Mansion property at all times without exception.
5. Cancellation by You: Your payment is non-refundable, no matter the cancellation reason. If you need to postpone, we will endeavor to help reschedule your event to another available date.
6. Cancellation by Us: Should we cancel, or be unable to perform this agreement, your payment will be returned and both parties will be relieved of any further obligation under this agreement. If the Van Horn Mansion is destroyed or becomes unsuitable for leasing by an unavoidable cause or through no fault of ours, it is agreed that neither of the parties shall be held responsible for damages for reason of postponement or cancellation of this agreement.
7. We shall not be liable to you or any other person on the premises, invited or otherwise, for any injury to persons or damage to property other than that resulting from our direct negligence. You agree to reimburse and hold us harmless from payment due to loss caused by your use of the facilities.
8. All rentals are subject to approval by the Van Horn Mansion Committee.

Set-Up

- You are responsible for all set-up for your event.
- Use of our tables and chairs is included.
- No decorations may be taped or attached to the walls.
- If you provide a tent outdoors it must be clear of the handicap access to the porch.
- All deliveries connected to rentals, including decorations, must be scheduled with our Event Coordinator to ensure someone will be on-site. The Town of Newfane Historical Society is not responsible for any items delivered in advance of a function.

Clean-Up

- You are responsible for returning the mansion and entire property back to the state you found it in. All furniture must be returned to their proper locations, rooms swept, decorations and personal items removed, kitchen cleaned, garbage and recycling taken outside and placed in our bins, etc.
- If third-party event services are used, you are responsible for all clean up involved with their efforts.
- Any cleaning made necessary by your use will be billed to you directly at the rate of \$50.00 per hour. You will also be billed the appropriate amount to cover any damages or lost items/ equipment. Please check with your designated trustee at the end of your rental; they will assist with a walk-through to ensure all requirements for clean-up have been met before your departure.
- The Town of Newfane Historical Society is not responsible for any items left behind after a function.



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Photo Session Rental Contract for the Van Horn Mansion

-- MAKE A COPY FOR YOUR RECORDS --

Date(s) of Photo Session/s _____

Start Time _____ End Time _____

Daily hours available: 7am – 10pm; must include the time for set-up and clean up.

Renter's Name/ Business _____

Address _____

Phone _____ Email _____

Emergency Contact _____ Phone _____

	Cost	Quantity	Total
Hourly Rate	\$50		\$
Full Day Rate (max. 10 hours)	\$400		\$
Private Tour (60-90 min.)	\$5 per person		\$
		Total	\$

Notes/ Further Info.

Agreement

By signing this, I maintain that I fully comprehend and understand the policies and details provided by the Town of Newfane Historical Society for and on this contract. I understand that the Town of Newfane Historical Society is not responsible for lost contracts or payments, or for any lost or stolen property during your visit. I also agree to pay for any additional costs following my event, as laid out in this signed contract.

Renter Signature

Date

Trustee Signature (for approval)

Date

Payment & Reservation Confirmation

Return this signed contract with your non-refundable, full payment. Upon receipt, we will review and sign the contract if approved, and reserve your chosen date/s. All fees are subject to change.

This area is to be completed by Event Coordinator or Van Horn Mansion Trustee

Balance Due _____ Date Paid _____ Accepted by _____

Make checks payable to: 'Town of Newfane Historical Society', or contact us to arrange credit card payment.

Alcohol Addendum

If you would like to serve alcoholic beverages, please complete this portion of the contract.

- Standard requests will be approved by our Event Coordinator when your contract is accepted.
- Any unusual or complicated requests will require approval from the Van Horn Mansion Committee. Our Event Coordinator will contact you regarding approval or denial, along with any questions or concerns the committee has prior to a decision being made.

Policies

- Any alcohol not approved ahead of time will not be allowed on the premises.
- Our facility only allows wine, beer and champagne to be served.
- No hard liquor is permitted.
- If you are hosting a public event and/or plan to sell alcoholic beverages, you must provide a copy of your caterer's liquor license and appropriate insurance coverage no less than 14 days prior to your event. Failure to show the required paperwork by this time will result in your inability to serve or sell alcohol.

How many people are you expecting at your photo session? _____

What is the approximate age range of the attendees of your photo session? _____

Is a professional caterer being employed to serve the alcohol? If yes, who? _____

Please describe in detail your plans for serving alcohol:

By signing this portion of the contract, I agree to comply with all NY laws and regulations, along with the Town of Newfane Historical Society's policies on the service and consumption of alcoholic beverages. I expressly agree to assume all liability and indemnify the Town of Newfane Historical Society, its trustees, volunteers, and affiliates from any claim for damages arising from my renting their property, my guests or agents serving or consuming alcoholic beverages during or relating to my event rental. I take full responsibility for the actions and attitudes of all guests, and understand I am responsible for any incidents or issues occurring on the property or connected in any way to my event. I further I agree to comply with any alterations or changes to this addendum as per my designated trustee on site, to ensure the safety of everyone on-site, and the estate itself.

Renter Signature

Date

Trustee Signature [to approve this addendum]

Date

The Town of Newfane Historical Society reserves the right to analyze and approve the use of alcohol on a case by case basis.



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