

VAN HORN MANSION PHOTOGRAPHY SESSION RENTAL AGREEMENT



Event Contact: Jill Heck, (716) 390-9679 | jill@newfanehistoricalsociety.com

I. PHOTOGRAPHY SESSION: \$50.00/ hour

II. POLICIES & DETAILS: Failure to comply with any parts of this contract will result in proper action (including legal) by the Town of Newfane Historical Society.

- All rentals are subject to approval by the Van Horn Committee.
- As the renter, you are responsible for the behavior of all attendees, and are required to follow all policies in this contract.
- Payment in full is due to reserve date & time.
- This is a non-exclusive arrangement. Up to 2 photography sessions may be scheduled at the same time, rotating indoor and outdoor usage between both. This is extremely rare and you will be notified in advance if it will occur.
- Van Horn Mansion Volunteer Details
 - Rentals are required to have trustee(s) in attendance. They will be available to answer questions and assist as needed.
 - The trustee(s) assigned to your event day is in charge and responsible for following through on all parts of your signed rental agreement. This includes ensuring proper clean-up, along with any owed fees.
 - All mansion trustees are volunteers, so please be considerate!
- Most areas of the estate are available for photographing. The mansion trustee on site during your session 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.
- Rentals do not include tours of the mansion. They cost an extra \$5pp and must be scheduled with the rental agreement.
- There is no Wi-Fi or internet available at the Van Horn Estate. Guests are welcome to bring their own.
- *Cancellation by You:* If notification is given in writing at least 14 days prior to the date of scheduled rental, both parties will be relieved of any further obligations under this agreement. Your payment is non-refundable, no matter the cancellation reason. We will endeavor to help reschedule, if necessary, to another available date.
- *Cancellation by Us:* Should we cancel, or be unable to perform this agreement, your payment will be returned in full 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.
- 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. You agree to reimburse and hold us harmless from payment due to loss caused by your use of the facilities.
- **Set-Up:** You are responsible for all set up. You will be allowed to move some furniture and artifacts provided you have been given permission. Nothing can be taped to the walls.
- **Clean-Up:** You are responsible for returning the property to the state you found it in. All furniture must be placed back, garbage cleaned, decorations removed, etc. Any additional cleaning required after you leave will be billed to you directly at the rate of \$50.00 per hour. You will also be billed to cover any damages or lost items/equipment. The Town of Newfane Historical Society is not responsible for any items left behind after a function.

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Make a copy for your records!

RENTER INFORMATION

Date(s) of Photography Session _____

Start Time _____ End Time _____

(Daily hours available: 7am – 10pm; make sure you include the time for set-up and clean up!)

Renter's Name/ Business _____

Address _____

Phone _____ 2nd Phone/ Fax _____

Email _____

Emergency Contact _____ Phone _____

Notes: _____

Payment

A non-refundable deposit of 50% is required upon signing the contract. The balance is due 2 weeks prior to the event. If the contract is signed within 30 days of your event, the total fee is required upfront. Photography fee is due upfront to reserve date and time.

Quantity of Hours: _____ x \$50.00 each = Total Due _____ Date Paid _____

All fees are subject to change.

To reserve your date: return this signed agreement plus a non-refundable payment for your session.

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

By signing this, I maintain that I fully comprehend and understand the policies and regulations provided by the Town of Newfane Historical Society for 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 agreement.

Renter Signature

Date

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ALCOHOL ADDENDUM

[COMPLETE ONLY IF YOU'RE INTERESTED IN BRINGING ALCOHOL]

If you would like to serve alcoholic beverages, please fill out and sign the following questionnaire. It will be to be reviewed by the Van Horn Committee in order to approve your event.

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.

How many people are you expecting at your Photography session?

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

Please describe in detail your plans for serving alcohol.

Contact Signature

Date

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