



VAN HORN MANSION RENTAL AGREEMENT

RENTAL RATES

FOR VAN HORN MANSION AND GROUNDS

Photography Session **\$50.00/ hour**

Up to 2 hours

Note: Photography reservations will not be taken more than 30 days prior to date.

Payment in full is due to reserve date & time. This is a non-exclusive arrangement. Up to two photography sessions may be scheduled at the same time, rotating indoor and outdoor usage between both.

Small Event **\$250.00** (\$50 each additional hour)

1-5 hours

Maximum 80 people

Areas available: first floor rooms, catering kitchen, restrooms, covered veranda and grounds.

Large Event **\$650.00** (\$50 each additional hour)

1-6 hours

Maximum 250 people (*outdoors has room for over 600*)

Areas available: first floor rooms, catering kitchen, restrooms, covered veranda and grounds.

If you choose to set up a Tent it is your responsibility, and you must supply adequate electric lighting inside the tent at all times for safety. Tent must be set-up in the rear of the Van Horn Mansion, clear of the handicap access.

Weddings

Please select one of the above choices for costs and details. Bride and groom changing rooms will be provided.

Rehearsals

If the rehearsal, setup, or decorating requires a separate day beyond the scheduled event, the charge will be \$50.00 per hour. This must be scheduled and included with the signing of this contract. Availability of additional time is based on the Van Horn Mansion schedule, and thus cannot be guaranteed.

Non Profit Associations and Groups

A standard rate of 8 hours is \$150.00. For less/ more time, each hour is \$25.00. Your time must include set-up, rehearsal, decorating, preparation, clean up and all other activities.

Extras

Tablecloth rentals are \$3.00 each.

Use of our tables and chairs included; it is your responsibility to set up and tear down.

RULES & REGULATIONS

- The Van Horn is a smoke-free environment. It is your responsibility to ensure that there is no smoking on the premises.
- alcohol
- No decorations may be taped to the walls.
- All functions must be concluded by 9pm, regardless of start time.
- You are responsible for set up and clean up. If caterers are used, you and the caterer will be billed to cover any damages and cleaning required, and for any equipment that is removed or damaged. Any cleaning made necessary by your use will be billed to you directly at the rate of \$25.00 per hour.
- *Cancellation by You:* If notification is given in writing to Us at least 60 days prior to the date of scheduled rental, we require ½ of the contract rent as liquidated damages, both parties will be relieved of any further obligations under this agreement. If you cancel less than 30 days prior to the date of scheduled rental, we require full payment as replacement of revenue by another rental is impossible at this time. *We will however, endeavor to help reschedule your event if necessary, to another mutually agreed upon available date.*
- *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. Also, 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 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.
- This applies only to large outdoor events: A Certificate of Liability Insurance must be presented at the time of signing showing a limit of not less than \$1,000,000, and naming the Town of Newfane Historical Society as Additional Insured.
- Renter is responsible for the rental of everything required for their function, including but not limited to: tents, tables and chairs, linens serving ware and any equipment. All deliveries connected to rentals, including flowers, must be scheduled with the Van Horn Director's office to ensure someone will be available. The Town of Newfane Historical Society is not responsible for any items delivered in advance of, or left behind after a function.
- Please remember, ALL workers at the Van Horn Mansion are volunteers, please be considerate.

Deposit information

A non-refundable deposit of 50% is required upon signing the contract. The balance for small events is due 30 days prior to the event. For large parties or events, the balance is due 90 days prior to the event. If the contract is signed within the 30-day or 90-day time frame, then the total fee is required upfront. Photography fee is due upfront to reserve date and time.

Any time beyond the specified end time will be billed to you at the rate of \$25.00 per hour for non-profit associations and \$50.00 per hour for all others.

All fees are subject to change. All rentals are subject to approval by Van Horn Director.



VAN HORN MANSION RENTAL APPLICATION

Return only this page; please make a copy for your records

Rental Type: Photo Session Large Event & Tent
 Small Event Non-Profit Rental

Type of Event Planned _____

Start Time _____ End Time _____

Your Name/ Business _____

Address _____

Additional Contact _____

Home Phone _____ 2nd Phone/ Fax _____

Email _____

FEES

Select All That Apply	Cost	Quantity	Total
Rental Type:	\$		\$
Additional Hours (specify):	\$		\$
Extras:	\$		
In order to reserve your date, you must return this signed agreement, and a non-refundable deposit of 50% of total. Balance is due two weeks prior to the event.			TOTAL \$

Deposit (50%) _____ Date Paid _____

Balance Due _____ Date Due _____

Van Horn Mansion Contact _____

By signing this, I maintain that I fully comprehend and understand the rules 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.

Contact Signature

Date