

VAN HORN MANSION PRIVATE RENTAL AGREEMENT



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

RENTAL OPTIONS

***Time must include all set-up, clean-up and any other activities. There is no discount for using less than 6 hours.*

Inside Event 6 hours | max. 80 people **\$325.00** (\$50 each additional hour)

Outdoor Event 6 hours | max. 250 people **\$725.00** (\$50 each additional hour)

Photography Session **\$50.00/ hour**

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.

Non-Profit Event 6 hours | specify indoors or outdoors **\$150.00** (\$50 each additional hour)

***NEW!** Your event rental comes with a one (1) year membership to the Newfane Historical Society, which includes our quarterly newsletter.*

POLICIES & PROCEDURES

****As the renter, you are responsible for the behavior of all event attendees. You are also required to follow all policies in this contract, including paying all owed fees before the end of your event. Failure to comply with any parts of this contract will result in proper action (including legal) by the Town of Newfane Historical Society. ****

- Van Horn Mansion Volunteer Details
 - All private events 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.
 - Remember: all mansion trustees are volunteers, so please be considerate!
- Mansion areas available for private rentals: first floor rooms, catering kitchen, restrooms, covered veranda and outside grounds.
- The Van Horn estate is a smoke-free environment. It is your responsibility to ensure that there is no smoking on the premises.
- Alcohol is permitted with restrictions; must be approved with your contract (see last page). **Any alcohol not approved ahead of time will not be allowed on the premises.**
- Private event rentals do not include tours of the mansion unless previously planned and scheduled in your rental agreement. Tours require more trustees to be available, and as such cannot be guaranteed.
- There is no Wi-Fi or internet available at the Van Horn Estate. Guests are welcome to bring their own.
- For outdoor events only: You are required to supply additional rental bathroom facilities at your cost; it must be enough to service your entire party. You must show proof of rental to us at least 1 week prior to your event. Failure to do so will result in you cancelling your own event, and you must adhere to our 'Cancellation by You' Policy.
- For outdoor events with attendance over 100: 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.

- *Cancellation by You:* If notification is given in writing at least 60 days prior to the date of scheduled rental, both parties will be relieved of any further obligations under this agreement. Your 50% is non-refundable, no matter the cancelation reason. 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 endeavor to help reschedule your event if necessary, to another 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. You will receive your deposit back in full. 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.
- All rentals are subject to approval by the Van Horn Committee.

Weddings

Bride and groom changing rooms will be provided. If 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.*

Set-Up

- You are responsible for all set up.
- Use of our tables and chairs included.
- No decorations may be taped to the walls.
- If you provide a tent it must be set-up in the rear of the Van Horn Mansion, clear of the handicap access on the porch.
- 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 a function.

Clean-Up

- You are responsible for returning the Van Horn Mansion to the state you found it in. All furniture must be placed back, garbage cleaned, decorations removed, kitchen cleaned, etc.
- If caterers are used, you and the caterer are responsible for all clean up involved.
- 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.
- The Town of Newfane Historical Society is not responsible for any items left behind after a function.

VAN HORN MANSION PRIVATE RENTAL AGREEMENT



Make a copy for your records!

EVENT REQUEST

Date(s) of Event _____

Start Time _____ End Time _____

(Daily hours available: 7am – 9pm; make sure you include the time for set-up and clean up!)

Type of Event Planned _____

Renter's Name/ Business _____

Address _____

Phone _____ 2nd Phone/ Fax _____

Email _____

Emergency Contact _____ Phone _____

Select All That Apply	Cost	Quantity	Total
Inside Event- 6 hours	\$325		\$
Outdoor Event- 6 hours	\$725		\$
Photography Session	\$50/ hour		\$
Non-Profit Event- 6 hours	\$150		\$
Additional Hours	\$50 each		\$
Tablecloth Rental	\$3 each		\$
<i>All fees are subject to change.</i>			
TOTAL			\$

Deposit

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.

Deposit (50%) _____ Date Paid _____ Balance Due _____ Date Due _____

To reserve your date: return this signed agreement plus a non-refundable deposit of 50% of your total. Make checks payable to: 'Town of Newfane Historical Society', or contact us to arrange 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

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 to be reviewed by the Van Horn Committee in order to approve your event. If selling alcoholic beverages, please provide a copy of your caterer's liquor license and appropriate insurance coverage information with this signed agreement.

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 event?

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

Is a professional caterer being employed to serve the alcohol?

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.