

Event Rental Agreement

Agreement made this ____ day of ____ in the year _____, by and between the Woodstock Historical Society, Inc., 26 Elm Street, Woodstock, VT and _____, hereafter referred to as the RENTEE.

The Woodstock Historical Society and the RENTEE mutually agree to abide by the following conditions of this agreement.

1. The Woodstock Historical Society agrees to allow RENTEE to make use of the lawn and gardens behind the museum at 26 Elm Street, Woodstock, VT on the ____ day of ____ in the year _____ to accommodate _____ people.
2. Rental for a wedding or other event includes use of the lawn and gardens behind the museum. The grounds consist of two acres of lawn along the Ottauquechee River. Portable toilets may be placed, at rentees expense, at the end of the adjoining parking lot.
3. The RENTEE agrees to pay a deposit of \$____ to be submitted along with this signed rental agreement to reserve the above date. This deposit is non-refundable in the event of a cancellation. This deposit can be applied to the final balance of the fee but must be noted as part of the full payment.
4. The RENTEE agrees to pay a damage deposit of \$_____ which will be fully refunded to the RENTEE within one month following the event provided the terms of this agreement are met.
5. The RENTEE agrees to pay the fee, \$_____, in full, and the damage deposit, no later than 30 days prior to the event.
6. Rental of the Woodstock Historical Society grounds includes the entire day. A Village ordinance requires that all music and other loud noise must cease at 11:00 p.m., however the Woodstock Historical Society requires that the serving of alcohol and music must cease by 10:00 p.m. All guests **must** vacate the premises by 11:00 p.m.
7. The grounds are handicapped accessible. Upon request, two parking spaces will made available at the entrance from the parking lot for use by handicapped guests only.
8. Guests may use Woodstock's public parking and metered parking. The parking lot adjoining the Historical Society grounds is rented to private permit holders on an annual basis and may not be used by guests unless approved by the Society's Director.

9. The RENTEE agrees to get approval from the Woodstock Historical Society for any service personnel RENTEE plans to employ. This includes but is not limited to: caterer, tent company and musicians. The RENTEE is responsible for assuring that all service personnel employed by the RENTEE are aware, understand, and will abide by the terms of this agreement.

10. Service personnel may set-up anywhere on the lawn. There are no kitchen facilities available. Activities must not damage Woodstock Historical Society property in any way. Flooring must be provided for a bar station and dancing.

11. All service personnel will make deliveries/pick-ups to the back lawn via the parking lot, but may not remain parked on the lawn unless approved by the Director. No parking is allowed in the private parking lot unless approved by the Director. Vehicles other than service vehicles are not allowed on the lawn or in the private parking lot without permission from the Director.

12. Caterers will provide the Woodstock Historical Society with a Certificate of Insurance/Liability for \$1,000,000 naming the Society as co-insured for the date of the event. This must be received by the Society no later than two weeks prior to the event.

13. The tent company must contact the Director before setting up. There are underground power wires that need to be flagged by DigSafe to ensure the safety of all those involved. Tents may be set up no earlier than two days prior to the event and must be removed the day following the event. If an exception is needed, permission must be obtained from the Director.

14. Smoking is NOT permitted in the Woodstock Historical Society building.

16. RENTEE agrees to leave all facilities as found, in a clean and orderly condition. Rente agrees the site will be clean by 10am following the event.

17. RENTEE agrees to see that all trash, garbage and debris will be removed from the grounds and toilet facilities including but not limited to, ribbons, paper, napkins, bottles, cans, glasses, clothing, greens, and other containers.

18. All additional items or equipment belonging to the RENTEE must be removed immediately at the conclusion of the event.

19. The Woodstock Historical Society is not responsible for lost or missing items.

20. During normal operating hours, exhibits in the museum are free to the general public and to event guests.

21. The RENTEE releases the Woodstock Historical Society, Inc., its trustees, officers, staff, agents and servants from any and all liability which may arise from any purchase,

delivery, storage, or dispensing of alcoholic beverages associated with this event, and warrants that he/she will hold them harmless and indemnify them for any claims arising out of said activities.

22. The RENTEE agrees that he/she will take proper safeguards for the prevention of accidents or injury to persons or property and shall comply with all applicable regulations and laws; and further agrees to comply with all risk management, safety, and health recommendations made by the Woodstock Historical Society. The RENTEE will be responsible vis-à-vis the Woodstock Historical Society, its trustees, officers, employees and agents only for all injury or damage of any kind resulting from said event to persons or property (regardless of who may be the owner of the property), whether caused by the negligence of the RENTEE, its officers, employees, staff, volunteers or contractors. The RENTEE further assumes the obligation to save harmless the Woodstock Historical Society and to indemnify it against any and all claims, demands, expenses, or liabilities arising from or arising out of or through injury to any person or persons or loss of or damage to the property (regardless of who may be the owner of the property) at the Woodstock Historical Society in which the function takes place, arising out of or suffered through any act or omission of the RENTEE, or its agents.

The Woodstock Historical Society, Inc.

_____/_____
RENTEE DATE

WOODSTOCK HISTORICAL SOCIETY, INC.

Caterer's Responsibilities

1. Caterers MUST at their own expense provide the Woodstock Historical Society with a certificate of insurance/liability (\$1,000,000) confirming the insurance and naming the Woodstock Historical Society as co-insured for the date of the event. This must be received by the Society no later than one week prior to the event.

2. Tents, tables and chairs may be set up on the lawn no earlier than two days prior to the event and must be removed no later than the day following.
3. Caterers may set up anywhere on the grounds behind the museum. **No kitchen facilities are available.**
4. Vehicles may make deliveries/pick-ups to the lawn via the private parking lot, but may not remain parked on the lawn or in the parking lot.
5. No open fires are allowed.
6. Equipment or cooking methods used must not damage the lawn or structures.
7. No oil, food or chemicals may be dumped anywhere on the grounds.
8. Water hook-ups are available on the lawn for rinsing. This is not drinking water.
10. No smoking is allowed in the building.
11. All facilities will be left as found in a clean and orderly condition this includes but is not limited to the cleaning of the restroom facilities & entry way by 10am following the event. All trash, garbage and debris will be removed from the grounds and toilet facilities including but not limited to, ribbons, paper, napkins, glasses, bottles, cans, clothing, greens and other containers (regardless of who may own the materials).
12. The Woodstock Historical Society is not responsible for items or supplies left after the event at closing time.

Caterer_____

Date_____