

Event Date:



Schenectady County Historical Society

George E. Franchere Education Center Rental Contract

1100 Main Street, Rotterdam Junction NY 12306

www.schenectadyhistorical.org

(518) 887-5073

Contact Information

Contract holder name: _____

Address: _____

Phone number: _____

Email address: _____

Relevant parties (i.e. celebrant or organization) _____

Event Information

Date(s) of rental event: _____

Start time of rental event: _____

End time of rental event: _____

Type of event: _____

Number of attendees: _____ (140 maximum)

Number of additional cleanup hours (\$25/hour): _____

Facility (please circle):

Reilly Picnic Pavilion (seated capacity 100)

Van Schaick Lecture Hall (seated capacity 160)

Coggeshall Conference Room (seated capacity 24)

Event Date:

Policies

We encourage you to help us preserve our buildings and collections for future generations. Guests seen acting inappropriately or in any way endangering our collections, including our buildings, animals, boats, cemetery, gardens, or artifacts, will be asked to leave the site immediately. Failure to uphold these policies may result in cancellation of the rental event.

Payment and Logistics

Payment

A deposit of one-half of the full payment is due at booking. This deposit is non-refundable in the event of cancellation. Final payment, along with the final headcount, is due no less than fifteen (15) days prior to your rental. Payment must be submitted to the Schenectady County Historical Society via check or credit card. At that time, the SCHS staff must also be notified of the following items:

- Copy of liability insurance
- Copy of liquor license, if applicable
- Final headcount
- Setup arrival time
- Setup departure time
- Day of arrival time
- Event start time
- Event end time
- Day of departure time
- Non-business hours (\$25/hour)
- The names, contact, and arrival times of any on-site vendors you will be using, including caterers, florists, musicians, rental companies, and photographers.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Hours

Business hours run from 9:00am to 5:00pm, Tuesday through Saturday. Rentals scheduled outside of regular business hours will be subject to a \$25/hour fee in addition to the cost of the rental. Any non-business hours must be approved by Schenectady County Historical Society staff no less than fifteen (15) days prior to the event.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Event Date:

Staffing

There will be at least one Schenectady County Historical Society staff member on site at all times during your rental. This staff person's role is to supervise and prevent damage to our property and collections and to monitor that the agreed upon policies are honored.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Cleaning

Prior to your departure, the room must be returned to the state it was in upon your arrival. At the conclusion of the rental, all trash must be removed from the site and placed in the dumpsters located on the east side of the Red English Barn.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Liability Insurance

A certificate of Liability Insurance in the amount of one million dollars naming the Schenectady County Historical Society as an additional insured must be provided. This may be available from the renter's homeowner's or other insurance carrier.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Indemnification Agreement

Renter agrees to defend, indemnify and hold harmless the Schenectady County Historical Society against any liability or damages, to the extent allowed by law, arising out of the use of their facility.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Grounds & Guests

Event Date:

Access

Booking an event on site does not permit exclusive access to the grounds and buildings, nor will it preclude normal museum operations. No access is allowed to the structures other than those specified as part of the contract. Access is prohibited to the pathways, flat, dock, and bateaux along the river. Rental of the pavilion, lecture hall, or conference room includes access to the bathrooms located in the Franchere Center. Guests are not permitted to enter the historic buildings or the third floor of the Franchere Center.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Damage

The renter assumes responsibility for any damage or defacement of the historic structures, modern buildings, artifacts, or materials found throughout done by their party or guests.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Building Alterations

No physical alterations of the structures or grounds are permitted. This includes, but is not limited to, nails, tacks, tape, glue, or other materials that may damage or leave residue.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Alcohol

Alcohol is permitted on site only if served by a licensed New York State caterer. A copy of the license must be provided to the SCHS staff no less than fifteen (15) days prior to your event.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Fire

Event Date: _____

Candles, torches, fire pits, fireworks, and any other open flames are not permitted anywhere on site. Caterers who request a cooking fire on site must receive written approval and a designated location from the SCHS staff.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Smoking

All buildings of the Schenectady County Historical Society are smoke-free. If a member of your rental group must smoke, there is a designated area located on the east side of the Red English Barn. All butts must be properly disposed of.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

AV/Sound Equipment

Audio visual equipment is available for use in the Lecture Hall and Conference Room. Sound equipment is available in all three locations.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Payment

Event Date:

Reilly Picnic Pavilion
(*\$250/day, \$100/day non-profits*) \$ _____ .00

Van Schaick Lecture Hall
(*\$25/hour or \$200/day, \$100/day non-profits*) \$ _____ .00

Coggeshall Conference Room
(*\$25/hour or \$200/day, \$100/day non-profits*) \$ _____ .00

Catering Kitchen Usage (optional, \$100) \$ _____ .00

Non-business hours (optional, \$25/hour) \$ _____ .00

Total Due: \$ _____ .00

Deposit amount paid (due at booking and non-refundable, 1/2 of total): \$ _____ .00

Final payment amount due: \$ _____ .00

Date final payment due date (15 days before rental): ____/____/____

Date final payment paid: ____/____/____

I have read and agree to the above policies and payment information regarding the rental of the Reilly Picnic Pavilion, the Van Schaick Lecture Hall, and/or the Coggeshall Conference Room. I agree that failure to comply with any of the above policies and payments may result in the cancellation of the rental event.

Rental Party Signature: _____ Date: _____

SCHS Staff Signature: _____ Date: _____