

Event Date:



Schenectady County Historical Society

1760's Nilsen Dutch Barn 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. spouse 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): _____

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 & Logistics

Payment

A deposit of \$1,000 is required to be 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 thirty (30) 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
- Ceremony start time
- Reception end time
- Day of departure time
- Additional cleaning 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

Setup for events in the Dutch Barn may begin the preceding day at 12:00pm, and continue through 8:00pm that evening. The day of the event, access to the barn begins at 9:00am, and renters must vacate the premises by 11:00pm.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ 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. They are not responsible for assisting with setup or teardown by the renter.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Cleaning & Cleaning Deposit

Prior to your departure, the barn must be returned to the state it was in upon your arrival. A cleaning deposit of \$250 will be added to the full amount of any Nilsen Barn rental. If you must return the following day to complete your cleanup, a \$25/hour fee will be assessed. Notice of these additional hours must be given thirty (30) days in advance of your rental date. Following your departure from the site, our staff will verify that you have removed your property and left the barn as you found it. If this is the case, the \$250 deposit will be refunded to you.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Weather Procedures

If inclement weather interferes with part of the rental (i.e. an outdoor wedding ceremony), the rental party may relocate portions of their event to other onsite facilities at the discretion of the rental party and the SCHS staff.

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

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, including the historic structures or the Franchere Education Center. Access is prohibited to the pathways, flat, dock, and bateaux along the river below the main property. Guests are not permitted in the second story of the barn, or in the stall containing the sleigh. Rental of the Nilsen Dutch Barn does include access to the bathrooms located in the Red English Barn.

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: _____

Artifacts

The Dutch Barn is the storage location for a number of Schenectady County Historical Society artifacts. While most are located on the second floor, some are found on the first floor. These artifacts will remain in place during all rental events, and must remain free from harm throughout the event. This includes placing items on top of or over them, moving them, or damaging them in any way.

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. Tent poles are allowed.

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 thirty (30) days prior to your event.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Fire

Candles, torches, fire pits, fireworks, and any other open flames are not permitted anywhere on site. No space heaters of any kind may be used. 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: _____

Equipment

The Schenectady County Historical Society will provide approximately twenty-two (22) folding tables and one-hundred fifteen (115) folding chairs for use during the rental event. The rental party is welcome to rent additional or replacement tables and chairs if they so desire. Garbage cans and liners, toilet paper, and paper towels will also be provided.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Payment

Non-Refundable Deposit (\$1,000 due at booking)	<u>\$1,000.00</u>
Nilsen Dutch Barn Rental (\$1,200 due 30 days before event)	<u>\$1,200.00</u>
Cleaning Deposit (\$250)	<u>\$250.00</u>
Catering Kitchen Usage (optional, \$100)	\$ _____ .00
Next day clean-up hours (optional, \$25/hour)	\$ _____ .00
Total Due:	\$ _____ .00
Deposit amount paid:	\$ _____ .00
Final payment amount due:	\$ _____ .00

Date final payment due date (30 days before event): ____/____/____

Date final payment paid: ____/____/____

I have read and agree to the above policies and payment information regarding the rental of the Nilsen Dutch Barn. 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: _____