



**Dutch Barn Wedding Rental Contract**

1100 Main Street, Rotterdam Junction NY 12306  
www.schenectadyhistorical.org | (518) 887-5073

**Contact Information**

Contract holder(s) name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone number(s) of fiancé(s): \_\_\_\_\_

Phone number of additional party (please specify relation): \_\_\_\_\_

Email address(es) of fiancé(s): \_\_\_\_\_

Email address of additional party (please specify relation): \_\_\_\_\_

Primary contact: \_\_\_\_\_

Mailing address for cleaning deposit check: \_\_\_\_\_

**Event Information**

Date of rental event: \_\_\_\_\_

Start time of rental event: \_\_\_\_\_ End time of rental event: \_\_\_\_\_

Number of attendees (140 maximum): \_\_\_\_\_

**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***

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 temporary beer/wine/cider permit or caterer’s 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
- 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 Saturday events in the Dutch Barn may begin the preceding Friday at 2:00pm, and continue through 8:00pm that evening. The Saturday of the event, access to the barn begins at 10:00am, and renters must vacate the premises by 11:00pm. Cleanup may take place Sunday morning, and is limited to three hours, between 9:00am and 12:00pm. If the event and/or its set-up and cleanup takes place outside of these hours, or outside of non-business hours (Tuesday - Saturday, 10:00am - 4:00pm), an additional \$25/hour fee will be charged.

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. However, Schenectady County Historical Society does not provide any wedding planning services, nor any day-of-event coordination. Our staff's role is limited to unlocking the barn for access and to supervise the event to prevent damage to our property and collections and to monitor that the agreed upon policies are honored. SCHS staff is not responsible for assisting with wedding logistics, setup or teardown by the renter.

Rental Party Initials: \_\_\_\_\_ Date: \_\_\_\_\_

SCHS Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Cleaning & Cleaning/Tent Deposit**

Prior to your departure, the barn must be returned to the state it was in upon your arrival. This includes, but is not limited to: removing all belongings and decorations; placing contents of all trash and recyclable bins into dumpster; clearing grounds of decorations and debris; removing tents; and sweeping barn free of debris. A cleaning/tent deposit of \$500 will be added to the full amount of any Dutch Barn rental. 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 \$500 deposit will be refunded to you. If you are renting a tent, and the tent is erected prior to 2:00pm Friday, or torn down after 12:00pm Sunday, a fee of \$100/day will be deducted from your cleaning/tent deposit. Notice of tent erection details must be given thirty (30) days in advance of your rental date

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: \_\_\_\_\_

**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 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 some Schenectady County Historical Society artifacts. 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, but their location must be approved by SCHS staff.

Rental Party Initials: \_\_\_\_\_ Date: \_\_\_\_\_

SCHS Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Alcohol**

Alcohol is permitted on site only if (a) the Rental Party applies for and qualifies for a NYSLA temporary beer, wine and cider permit for the event or (b) the Rental Party’s caterer applies for and qualifies for a NYSLA caterer’s permit. The permit must be mailed or emailed to SCHS fifteen (15) days before the event. Note that the serving and consumption of **liquor** is ONLY permissible if served through a qualified, licensed caterer.

Rental Party Initials: \_\_\_\_\_ Date: \_\_\_\_\_

SCHS Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire**

Candles, torches, fireworks, sterno, 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. The use of one (1) above ground, portable fire pit with a cover is permitted ONLY in an area pre-designated by SCHS staff and must conform to NYS/regional fire safety regulations.

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 fifteen (15) 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 (\$1,300 due 30 days before event)	<u>\$1,300.00</u>
Cleaning Deposit (\$500)	<u>\$500.00</u>
Additional non-business hour usage (optional, \$25/hour)	<u>Deducted from cleaning deposit</u>
Additional days for tent erection (optional, \$100/day)	<u>Deducted from cleaning deposit</u>

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**Total Due:** **\$2,800.00**

**Date \$1,000 deposit amount paid:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date final payment due date (30 days before event):** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date final payment paid:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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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: \_\_\_\_\_