



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: _____

Estimated number of attendees : _____

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 \$1,250 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 cash, 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
- Tent setup details, 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: _____

COVID-19 deposit policy

For rentals that cannot legally take place due to state or federal mandates related to COVID-19, SCHS staff will work with our clients to first reschedule their event at no additional cost. All deposits and payments will be transferred to the new date. If an adequate date cannot be found, the deposit will be returned in full.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Rebooking fee

If the need arises to reschedule the wedding date for any reason, an additional fee of \$750 will be charged. Rescheduled dates must be within 18 months of the original date and a new contract will be signed.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Hours

Setup for events in the Dutch Barn may begin the preceding day at 2:00pm, and continue through 8:00pm that evening. The day of the event, access to the barn begins at 10:00am, and renters must vacate the premises by 11:00pm. Cleanup may take place the following morning, and is limited to two hours, between 10:00am and 12:00pm. Additional hours can be rented at \$25/hour for setup/cleanup, or \$50/hour for the reception. Additional hours must be pre approved by SCHS staff and will be deducted from the cleaning deposit. There is an additional \$150 fee for events which take place on Sunday when the farm is closed.

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/Security 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 the barn free of debris. A cleaning/security 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/security 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. Guests are not permitted in the second story of the barn, in the stall containing the sleigh, or on the pathways to the flat, dock, and bateaux along the river below the main property. No members of the rental party are allowed to climb onto, or otherwise get into the batteaux. 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, sparklers, sterno, and any other open flames are not permitted anywhere on site. No space heaters of any kind may be used. Caterers may use a cooking fire on site but must receive an approved designated set up location from the SCHS staff which will be at least 10 feet away from any building.

Rental Party Initials: _____ Date: _____

SCHS Staff Initials: _____ Date: _____

Confetti

No rice, birdseed, plastic, glitter, artificial flower petals, or any other artificial or non-biodegradable confettis are allowed to be used on the lawns. A list of approved confetti can be provided by SCHS staff. Failure to remove confetti, approved or otherwise, from the site will result in an automatic \$100 deduction from the cleaning deposit.

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 (\$1,250 due at booking)	<u>\$1,250.00</u>
Nilsen Dutch Barn Rental (\$1,250 due 30 days before event)	<u>\$1,250.00</u>
Cleaning Deposit (\$500, refundable)	<u>\$500.00</u>
Sunday fee (optional, \$150)	<u>\$_____</u>
Additional hour usage (optional, \$25/hour for setup, \$50/hour for reception)	<u>Deducted from cleaning deposit</u>
Additional days for tent erection (optional, \$100/day)	<u>Deducted from cleaning deposit</u>

Total Due: \$_____

Date deposit (\$1,250) amount paid: ___/___/___

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

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: _____