

Event Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**Nilsen Dutch Barn Wedding Rental Contract**  
32 Washington Avenue, Schenectady, NY 12305  
www.schenectadyhistorical.org  
(518) 374-0263

**Contact Information**

Contract holders' names: \_\_\_\_\_

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

Name of additional party (please specify relation): \_\_\_\_\_

Phone numbers of fiancés: \_\_\_\_\_

Phone number of additional party: \_\_\_\_\_

Email addresses of fiancés: \_\_\_\_\_

Email address of additional party: \_\_\_\_\_

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

Mailing address for cleaning deposit check (if different from above): \_\_\_\_\_

\_\_\_\_\_

**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 Dutch Barn wedding rental is \$2,300. A 50% deposit of \$1,150.00 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
- Tent setup details
- 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 weddings 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. If a wedding takes place on a Sunday, when the site is closed, there is an additional \$25/hour charge. There is no deviation from these hours for any reason, nor additional hours available; please plan accordingly.

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, this staff member 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, supervising the event to prevent damage to our property and collections, and monitoring that the agreed upon policies are honored. This staff person 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 & 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.

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: \_\_\_\_\_

***Tents***

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 the wedding ceremony, the rental party may relocate portions of their event to other onsite facilities at the discretion of SCHS staff.

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 bateaux. 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: \_\_\_\_\_

***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 One Day Alcohol Event Permit 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 thirty (30) days before the event. Note that the serving and consumption of hard liquor is only permissible through a bartender or 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 setup location from the SCHS staff which will be at least 10 feet away from any building.

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: \_\_\_\_\_

**Confetti**

To protect the health and safety of Mabee Farm animals, no kinds of confetti, including rice, birdseed, plastic, glitter, or flower petals, are allowed to be used on site. Use of confetti on the site will result in an automatic deduction from the cleaning deposit.

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

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

Event Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

***Equipment***

The Schenectady County Historical Society will provide approximately fifteen (15) folding tables and one-hundred forty (140) 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: \_\_\_\_\_

***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: \_\_\_\_\_

Event Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Payment**

Nilsen Dutch Barn Wedding Rental \$ 2,300

Sunday site rental fee (*optional, additional \$25/hour*) \_\_\_\_ hours x \$ 25 = \$ \_\_\_\_

Cleaning Deposit (*refundable*) \$ 500

Additional days for tent erection (*optional, \$100/day*) \$ Deducted from cleaning deposit

**Total Due** \$ \_\_\_\_

Deposit amount paid (due at booking and non-refundable) \$ 1,150

Final payment amount due \$ \_\_\_\_

Date final payment due (30 days before rental) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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: \_\_\_\_\_