

**HISTORIC LYME VILLAGE
RENTAL CONTRACT**

Parties: Historic Lyme Village and ----- (renter name) _____

Address _____ Phone _____

Email _____

Date of Rental _____ Day of week: _____

Building(s) _____

Total Amount of rent _____ Security Deposit \$150.00: _____

Occasion _____

Time for decorating _____ Time of event _____ Time of clean-up _____

Renter arranges for porta-john (if desired) If catered, name of caterer _____

If wedding Name of bride _____ Groom _____

Address _____ Address _____

City, State _____ City/State _____

Email _____ Email _____

By signing below, I signify that I am authorized to execute this Rental Contract, and I have read and understood the terms above and including the Rental Policies.

Signed this _____ day of _____, 20_____.

Name of Person or Organization – Please print _____

Name of Authorized Representative – Please print _____

Signature _____

Historic Lyme Village

By _____ Title _____

For Office Use

Rental Amount Due \$ _____ + Security Deposit Due \$ _____ = Total due \$ _____

Amount received \$ _____ (including security deposit) = Balance due _____ by (date) _____

Security deposit returned (date) _____ Ck # _____ Receipt # _____

Buildings and Fees:

Schaeffer/Wolfe Barn: \$600 one day \$1,000 for a two-day event - capacity 150

Detterman Church: \$200 – capacity 60

Carriage House Café & Shelter: \$250 - capacity café - 40/shelter - 100

Outdoor Weddings: \$200

(Discounts may be available for members only.)

RENTAL POLICIES

A representative of the Village will be available during the event.

Rental fees include set-up and clean-up.

Building doors and windows must be kept closed when furnace or air conditioning is in use.

Events must end by 10 p.m., and all persons must leave by 11 p.m.

No dogs or pets are allowed on the grounds at any time unless special permission is secured at the time of rental.

Persons/Organizations renting the facilities are responsible for the behavior of the people attending their event. If, at any time, a person or persons show disorderly behavior, the representative of the Village has permission to have the person(s) removed, and, if deemed necessary, terminate the event.

A. Deposits

Half of the fee is due at signing of the rental agreement along with a security deposit of \$150 (which is refundable after event and the building is checked)

The balance is due one week prior to the event.

B. Smoking/Drugs

The Village is smoke free. There are NO exceptions.

The use or possession of any illegal drugs or other mood-enhancing substances is strictly prohibited.

C. Alcoholic Beverages

Any use of alcohol must first be agreed upon at time of rental agreement.

Alcohol may be brought on the Village grounds only by the persons/organizations renting a facility.

3. Alcohol is limited to wine and/or beer products. ***Hard liquor is not allowed.***

4. ***Renter will comply with all applicable liquor laws and will indemnify and hold leaser harmless for any liability directly or indirectly resulting from Renter's use of alcoholic beverages upon the Village.***

5. No representative of the Village may sell or serve alcohol at any time.

D. Set-up and decorating

Decorations may be put up and equipment brought in by agreement on the time.

Decorations may not be put up with nails. ***Do not hammer nails into any of the walls of any of the buildings, including the barn. Use double-sided tape or hooks that can be fastened temporarily.***

All decorations and equipment may be removed by special arrangement.

4. Unless arrangements are made in advance, any equipment and utensils belonging to the Village may not be used. There will be an additional fee for use of items belonging to the Village, and such items must be returned in clean and working condition.

E. Bonfires

Fires are allowed only when no alcohol is served. The Village will provide firewood to be used in the iron kettle near the Schaeffer/Wolfe Barn. Cost of firewood will be paid by Renter.

F. Restrooms

1. Modern restrooms are located in the Visitor Center.
3. If you want a porta-john you will make arrangements for delivery and return. Renter is responsible for payment.

G. Clean up

1. Persons/Organizations putting on the event are responsible for clean-up. The area rented must be left as clean as it was found. Wipe down tables and chairs and store them where they were found. Garbage must be taken to the dumpster behind the Café.
2. **Café or Mansion kitchen:** Utensils, pans, etc., must be washed and dried and returned to their original places.

H. Damaged property

The renter will be responsible for the full cost of cleaning and/or repairing of any stains or damage of the Village's property above and beyond normal wear and tear. This includes damage caused by the Renter, Renter's guests, Renter's service providers, or any other individual(s) connected to the Renter's event.

If anything is broken, please replace it if possible. If it can't be replaced, notify us so that we can agree on a fair way to proceed.

I. Cancellation

Cancellation by Renter must be in writing, and a cancellation fee equal to the amount of the security deposit may be charged.

If the Renter and Village administration agree that an event must be postponed due to unforeseen circumstances, the Village will re-schedule the event on a space-available basis, and the security deposit will be transferred to the re-scheduled booking. The Village is not liable for any additional costs incurred by the Renter as a result of the postponement.