

STANLEY-WHITMAN HOUSE

37 HIGH STREET, FARMINGTON, CT 06032

(860)677-9222

NATIONAL HISTORIC LANDMARK

LIVING HISTORY CENTER



APPLICATION FOR USE OF MUSEUM FACILITIES

Name and Description of Event: _____

Date of Event: _____ Anticipated Attendance: _____

Time of Set Up: _____ to _____ Time of Event: _____ to _____

Time of Clean Up: _____ to _____ Number of Cars to be Parked: _____

If Organization, Name of Contact Person: _____

Address, City, State, Zip: _____

Daytime Telephone: _____ Cell Phone: _____

Facilities Requested:

Colonial Tavern _____

Spears Classroom _____

Welcome Center _____

All Rooms above plus Courtyard and Garden _____

All the Above plus Exhibit Room &

Guided Historic Tours _____

Colonial Kids Play Loft _____

Type of Event:

Lecture _____

Meeting _____

Wedding _____

Reception _____

Party _____

Dinner _____

Other _____

Equipment Needed:

Tables _____ Chairs _____ Easel _____ Please specify how many of each in line provided.

Will food and/or drinks be served? _____

If yes, please describe (hors d'oeuvres, dinner, drinks, alcohol, etc.) _____

Name & Telephone of Caterer: _____

Signature of Applicant: _____ Date: _____

Title of Person Signing if an Organization: _____

Stanley-Whitman House: _____ Date: _____

Title of Person Signing for Museum: _____

Museum Use Only

Approved/Denied: _____ Total Required Fee: _____

Deposit Received: _____ Balance Due: _____ By: _____

Deposit Check # _____ Balance Check #: _____

Museum Personnel Needed on Duty: _____

Renters must depart museum facility by 10:00 p.m.

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Rental Application Conditions of Use

Because Stanley-Whitman House is an educational institution, rentals cannot interfere with the museum's exhibits or education programs.

Renters must provide the museum with a copy of a certificate of liability insurance for \$500,000. No cooking is allowed at the museum. All food must be brought in and brought out. Garbage receptacles and bags will be provided.

Caterers must provide the museum with a certificate of liability insurance for \$500,000 and a temporary food permit from the Farmington Valley Health District.

A written copy of all printed materials using the name Stanley-Whitman House or Stanley-Whitman House logo must be approved in advance by the museum. Failure to submit advance copy will be cause for the museum to cancel the event.

Renters agree that neither the museum buildings nor grounds will be used to sell a product, announce a fund-raising activity or hold a fund-raising event unless the museum is notified prior to the event or the museum is the direct beneficiary of the sale or fund-raiser.

Renters are responsible for the cost of repair or replacement of any museum property such as rooms, grounds, contents, collections or equipment which is damaged or destroyed by the renter or anyone attending the function during an event covered by the rental contract. The cost of such repair or replacement will be determined by the museum and paid in full by the renter.

No alterations to the galleries, walls, any part of the historic building, or exhibits are permitted.

Early delivery of decorations, floral arrangements, food or beverages must be approved when signing the rental contract.

Sound equipment may be used with prior approval of museum personnel.

Nothing may be thrown inside the museum center such as a bridal bouquet, garter or objects of any kind. No rice may be thrown on museum property.

No fastening or securing devices of any kind may be used inside or outside the museum center to hold up decorations or the like.

All staff work areas will be closed with no admittance allowed in these areas.

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Rental Application

Conditions of Use

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Stanley-Whitman House reserves the right to waive conditions of public use and guidelines to serve the best interests of the museum.

The historic house cannot be rented. For an additional fee, a trained staff interpreter will be made available to give tours to parties renting other rooms.

The first floor of the historic center is handicap accessible.

There is no smoking in the building or on the grounds.

There are approximately ten parking spaces in our parking lot and parking is allowed on the street on the same side as the historic center. For large groups, offsite-parking arrangements need to be made by the renter. Permission can be obtained to park at Noah Wallace School and The Brickyard Shops. Both parking lots are within walking distance.

Two unisex rest rooms are provided with each rental.

Staff person will clean up rented room(s) after the event has taken place.

Fees

A \$50 non-refundable deposit is due when the rental contract is signed. Payment in full is due 30 working business days before the date of the event.

Cancellations

If you wish to cancel the rental agreement, the renter will lose their \$50 deposit.

If the renter cancels the rental agreement during the 30 working business days prior to the scheduled event, the Stanley-Whitman House will retain the whole amount paid. If an "Act of God" occurs, your full deposit will be refunded.

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**Rental Application
Conditions of Use**
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Contract Signature Page

The rental fee includes the lease of space and charges for Stanley-Whitman House Personnel. Additional time required for rehearsals or preparations must be negotiated with Stanley-Whitman House and agreed on in advance.

This proposed contract has been issued to the renter upon approval of the renter's application for use of Stanley-Whitman House facilities. It must be signed and returned with a \$50 nonrefundable deposit within 30 business days of the date when the proposed contract is issued (see below) in order to secure the reservation. Also, the caterer (if applicable) must sign and return this contract to Stanley-Whitman House at least 30 days before the event. If the contract is not signed and returned by the required deadline by either party, the renter will forfeit the reservation and the nonrefundable deposit. The nonrefundable deposit will be applied to the rental fee when all contracts are signed on time. The full remaining balance of the rental fee must be paid by the renter 30 business days prior to the scheduled event.

If the renter cancels the event more than thirty calendar days before the event is scheduled to take place, the renter will forfeit only the nonrefundable deposit. If the renter cancels the event less than thirty calendar days before the event is scheduled to take place, the renter will forfeit the entire balance of the rental fee.

The renter or authorized representative of the renter if it is an organization, verifies that he or she has read and understands the entire contract and all related provisions included in this document and hereby agrees to all of the terms and conditions herein.

Signature of Renter or Authorized Representative

Date

Signature of Caterer

Date

Signature for Stanley-Whitman House

Date

Proposed contract issued on _____
for event taking place _____