



Thank you for your interest in holding your special event at the Antique Boat Museum. The Museum is lucky to be situated on one of the most beautiful waterfront locations on the St. Lawrence River, so we are glad to offer some of our spaces for private event rentals. We have a few locations on campus that can be rented and the selection of the space usually depends on the size of your event. For private rentals the ABM provides a clean and ready space, event supervision by security attendants, and post-event garbage removal. Our staff will work with you to provide advice and guidance on how to best use the Museum facilities for your special event.

Our rental options do not include event planning, decorating set up and break down, coordinating of vendor contracts, etc. If you would like to learn more about planning a “destination” special event in the North Country, we suggest you contact Terri Norris at Happily Ever After (315-324-6291 or <http://happilyeverafterbridal.5u.com/index.html>). She is a great resource, especially when you are planning from afar.

We have contact information that we can share with you for vendors who have worked with and/or at the ABM in the past. Other great resources for planning are the local chamber of commerce offices and the regional tourism center (easily found through Google: Visit 1000 Islands, Clayton, Alexandria Bay, Watertown, and Cape Vincent).

Our ABM "season" is a short one, so many weekends are already committed for Museum events and the remaining dates do book up quickly. If you have a specific date in mind, please let us know and we can check for its availability. If your desired date is unavailable, we do offer rentals seven days a week and have hosted several weddings on "non-traditional days" - Fridays, Sundays, and Tuesdays too!

If you would like to visit the campus to learn more about facility rentals, please schedule an appointment with Margaret Hummel Events & Marketing Manager by email at mhummel@abm.org or by phone at 315-686-4104 x223. Drop-in visitors can tour the rental locations on campus independently but an appointment is required to meet with a staff member.

ANTIQUÉ BOAT MUSEUM – 2015 FACILITY RENTAL CONTRACT

The Antique Boat Museum is first and foremost a museum providing an educational experience for its visitors on a daily basis during its operating season May–October. No museum activities, exhibits, or schedules will be altered for the needs of a private event. The Antique Boat Museum reserves the right to make changes to its rental policies at any time.

ABM will provide: clean event space, clean restrooms, post-event garbage removal, and security supervision during event.

Rental Policies

- Renter is responsible for actions of all guests and vendors while on ABM campus.
 - ABM is not responsible for items left on campus.
 - Guests may park on the village streets, in the main gravel parking lot on Mary St. and in the Community Lot located between James St. and Riverside Dr.
 - No swimming is permitted from ABM docks or seawall.
 - No flames are allowed, including but not limited to: candles, torches, sparklers, bonfires.
 - No smoking is allowed anywhere on ABM campus including buildings, grounds, and docks; guests wishing to smoke may do so on the exterior sidewalks.
 - Event may be held for a maximum of 5.5 hours.
 - Set up may begin at 8:00 AM on the day of the event.
 - Event must conclude with guests exiting *no later than* 10:30 PM (“last call” and cessation of music must occur ~15 minutes prior to scheduled end time).
 - Renter will provide ABM:
 - Contact information and estimated arrival time for all vendors participating in on-site service of event.
 - Copy of current insurance coverage certificate for each vendor working on ABM campus during event.
 - ABM is *not* responsible for providing for vendors’ needs on campus (tables, chairs, tents, extension cords, etc.); all needs must be negotiated between renter and vendors.
 - Alcohol may not be served on campus before 5:00 PM.
 - Beer, wine, or champagne is the only alcohol allowed on the ABM campus.
 - Events serving alcohol to guests must also serve food and non-alcoholic beverages.
 - Events serving alcohol must have a New York State Liquor Authority Temporary Beer & Wine Special Event Permit, either obtained by renter or caterer.
 - Event items may be dropped off 48 hours prior to event and must be picked up within 48 hours of event.
 - All decorations not placed on table tops must be pre-approved by ABM staff.
 - Caterer must obtain ABM approval in advance for all on-site food preparation plans. Caterer may use ABM charcoal grill or must provide own gas grill. No grills may be used indoors, under the cover of a roof, or on lawn.
 - Event space must be left neat and tidy at conclusion (consult with rental company on proper storage of items):
 - All rental materials (including dishes, glasses, silverware) rinsed, returned to cases and left under cover.
 - Tabletop decorations grouped in protected area.
 - All surfaces clear of garbage and bottles.
 - Linens removed from table tops.
 - Tables and chairs must be left under cover.
 - Upon request, discounted visitor passes are provided for guests to tour the ABM on event weekend.
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- Use of Museum facilities will only be permitted where the outside individual or organization provides the Antique Boat Museum with current evidence of adequate insurance coverage to hold the Museum harmless from all liability, property damage and/or medical expenses. The Museum will exercise complete and un-reviewable discretion regarding what constitutes adequate insurance coverage for each proposed use. The following guidance applies for insurance:
 - Minimum adequate liability insurance for individual or organizations is a limit of \$1,000,000 per occurrence, \$2,000,000, aggregate, and \$1,000 medical payments.
 - The Antique Boat Museum should be named as additional insured on the policy with further acknowledgement that the named insurance carrier is primary insurer.
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Please initial I have read the Rental Policies: _____ ABM Representative: _____

Rental Fees

- **Security/Hold the Date Deposit** - \$500 (outdoor rental spaces)/\$100 (indoor rental spaces serving food)
Due upon signing the contract, this fee holds your event date and serves as a deposit against any potential damage, excessive cleaning, or violation of the rental policies. Please note: evidence of liquor being present at your event with or without your knowledge will result in the loss of your security deposit. Upon passing a post-event inspection by ABM staff, the security deposit will be returned within 4 weeks of event.
- **Security Attendant** - \$300
ABM will provide a security attendant(s) for all after hour events. The attendant will be on-site from beginning of event until last vendor departs at event conclusion and is responsible for supervising the safety of guests and enforcing the rules of campus and this contract.

Facility Rental Fees	Oct -Apr	May & Sept			June - Aug		
	Mon - Sun	Mon-Thurs	Fri & Sun	Sat	Mon - Thurs	Fri & Sun	Sat
Boardroom	\$60 per hour	\$70 per hour			\$70 per hour		
Education Center	\$60 per hour	\$70 per hour			N/A		
Boardroom and Education Center	\$85 per hour	\$95 per hour			N/A		
ABM Tent (without picnic tables)	N/A	\$2,350	\$2,500	\$2,750	\$2,750	\$3,000	\$3,300
ABM Tent (with picnic tables)	N/A	\$1,500	\$1,600	\$1,750	\$1,750	\$1,800	\$2,000
Gaffney Porch	N/A	\$850	\$900	\$1,000	\$1,000	\$1,100	\$1,250
McNally Yacht House docks	N/A	\$1,100	\$1,250	\$1,500	\$1,500	\$1,750	\$2,000
ABM Tent + Gaffney Porch	N/A	\$2,800	\$3,000	\$3,250	\$3,250	\$3,500	\$4,000
ABM Tent + McNally Yacht House docks	N/A	\$3,000	\$3,250	\$3,500	\$3,500	\$3,750	\$4,250

If available, Boardroom is offered for wedding party preparations for those having ceremony and reception at ABM

Non-profit groups receive 20% discount from rental space fee.

Events canceled more than 60 days before date forfeit security/hold the date deposit.

Events canceled less than 60 days before date forfeit security/hold the date deposit and 25% of facility rental fee.

Event: _____ Rental Space: _____

Number of Guests: _____ Date of Event: _____ Time of Event: _____

Name: _____ Date: _____

Address: _____

Email: _____ Phone: _____

Renter Signature: _____ ABM Signature: _____

Payment Schedule	Amount	Due
Security deposit/save the date	\$	Upon signing
Facility Space Rental	\$	
Security Attendant	\$300	
Additional Fee (Boat rental)	\$	
Total	\$	
25% Rental Fee	\$	January 1, 2015 OR upon signing
50% Rental Fee	\$	60 days prior:
25% Rental Fee	\$	30 days prior:

Chamberlin Wedding

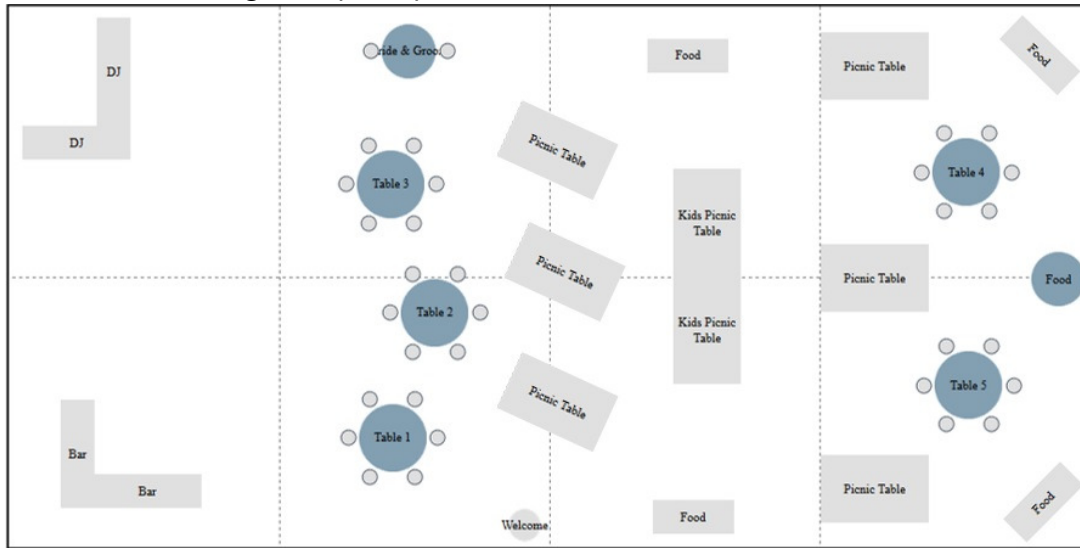
Relaxed, kid-friendly Sunday celebration

Mixed use of picnic tables and round tables

30 (5 rounds w/ 6 guests) + 36 (6 picnics w/ 6 guests) + 2 (sweetheart) + 18 (kids at 2 picnics) = 86 total seats

Rounds could be increased to 8 guests, adding 10 seats

Food stations using multiple separate tables



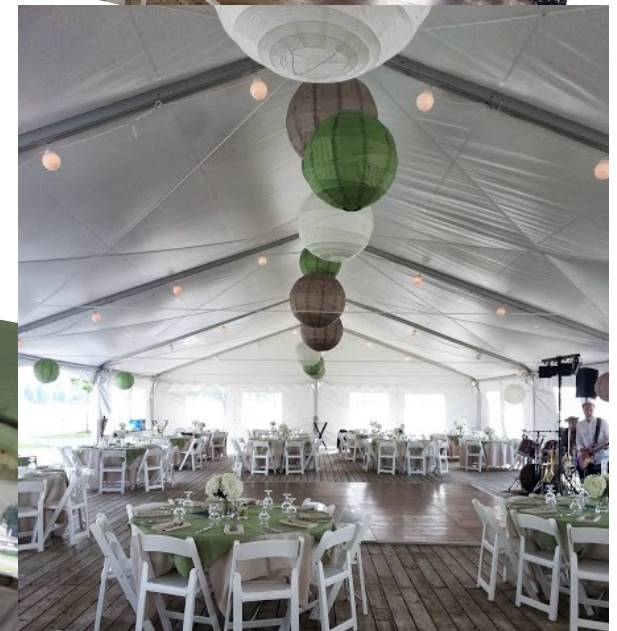
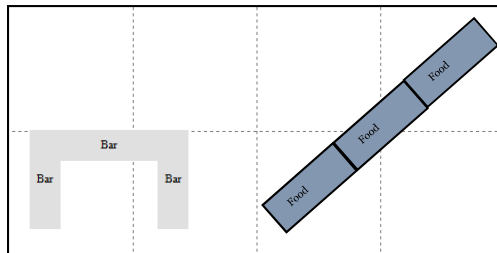
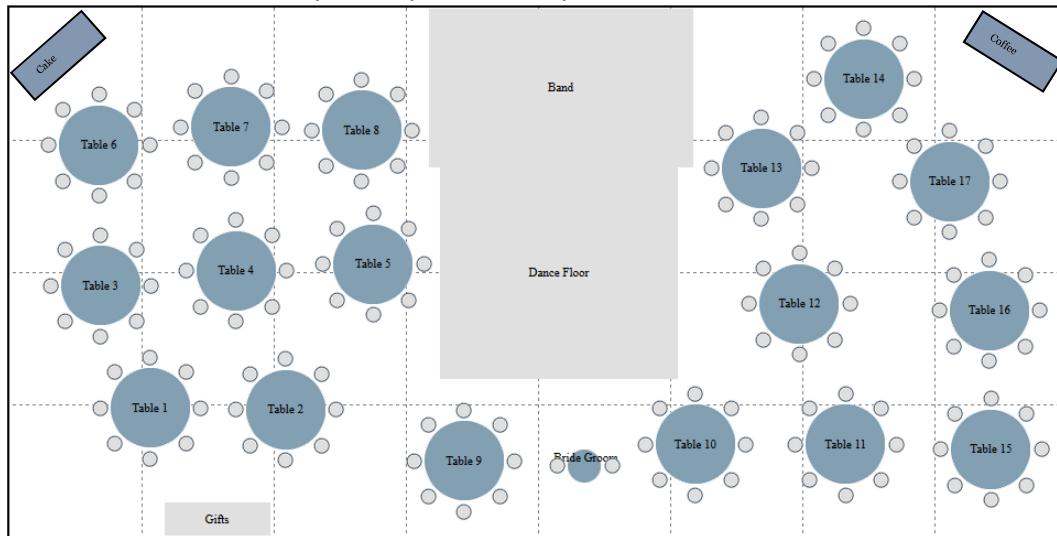
Watertson Wedding

17 tables of 8 guests each = 136 seats + sweetheart for bride and groom = 138 total seats

Large space for band (DJ would require less space)

Food tables and bar were located in separate tent (two 20'x20' = 20'x40')

Cocktail hour hosted separately on Gaffney Porch



Vay Wedding

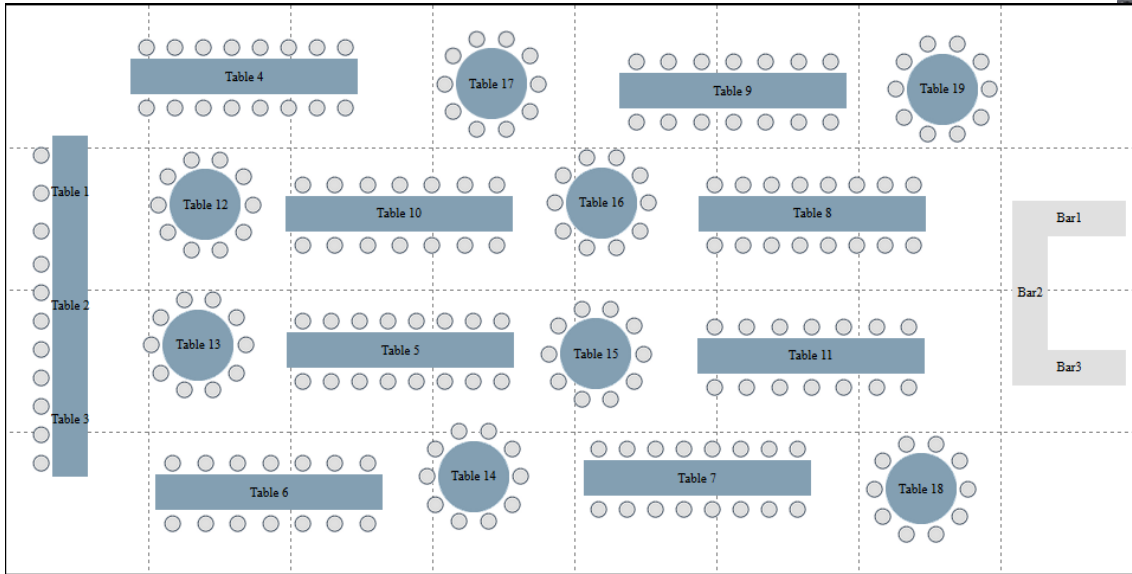
Large celebration mixing rounds and rectangles doubled up to create banquet tables

80 (8 rounds w/ 10 guests) + 120 (16 rectangles paired into banquets w/ 14 or 16 guests) + 11 (head table) = 211 seats

Dinner was plated or family style, so there no food tables

Cocktail hour, band, and dancing were hosted separately on the Gaffney Porch

“Extra” tables also on Gaffney Porch (cake, coffee, gifts)



Tague Wedding

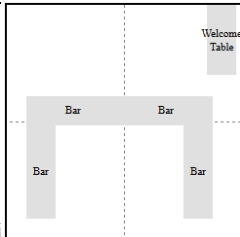
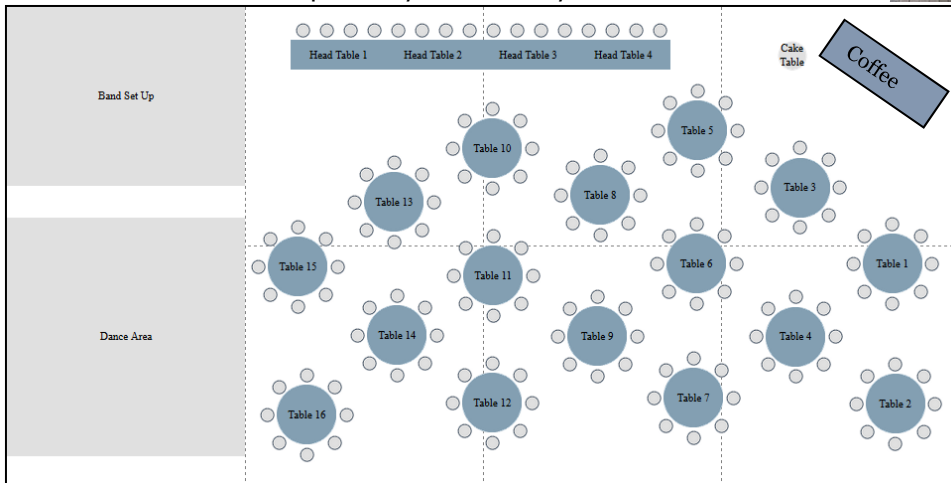
16 tables of 8 guests each = 128 + head table of 16 = 144 total seats

Large space for band (DJ would require less space)

Plated dinner, there were no food serving tables

Bar located in separate tent – 20'x20'

Cocktail hour hosted separately on Gaffney Porch



Vendors for Facility Rentals

Please do not use this as a complete or “preferred” list of vendors. These are groups who have done previous work in recent years at the ABM.

Local chamber of commerce guides (Clayton, Alexandria Bay, Cape Vincent, and Watertown) are good resources for vendor contacts in the area.

Catering & Bartending

Bella’s 315-686-2341
Cavallario’s Steak & Seafood House 315-323-7456
Clipper Inn 315-686-3842
Dinosaur Bar-B-Que 315-579-0400
Di Prinzio’s Italian Market & Catering 315-285-5022
Farmhouse Kitchen 315-646-1820/315-408-2046
Northern Exposure Catering Company 315-955-5551
O’Brien’s Restaurant & Bar 315-686-1110
Pete’s Trattoria 315-486-1675/315-782-6679
R J’s Catering 315-583-5111
Savory Downtown 315-788-0272
Scotty’s House of Barbeque & Catering Co. 315-788-7800
Sweets Lorraine (cakes) 315-482-2655
TIPS (bartending only) 315-783-1058
Two Friends on the River 315-285-5147

Decorating/Planning

1000 Islands Decorating Service (Crandah McKenzie) 315-771-7249
Happily Ever After (Terri Norris) 315-324-6291

DJs

Brian Oddo Entertainment 315-699-6816
Jones Tones DJ Services 315-699-8656
Party Starters Wedding DJs 315-503-1655

Florists

Gray’s Flower Shop 315-686-5791
Halletts’ Florist 315-232-2000/315-232-4721
Primrose Hill Flower Company 315-416-4777
Sherwood Florist 315-785-9996
Waddington Blooms 315-388-4299

Photography

Amanda Drake Photography 315-408-3517
Empire West Photo 585-781-4178
Finch Photography 315-708-6868
Gerry Raymonda Photography 607-433-0690
Images Unveiled Photography 877-434-4588

James Bass Photography 315-409-9958
Megan Dailor Photography 585-734-3470
Rachel Gracie Photography 585-295-3718
Solas Studios Photograhly 315-303-4414

Rental Equipment

Amazing Occasions 315-285-5237/315-427-0302
Party Rentals Plus 315-788-5097

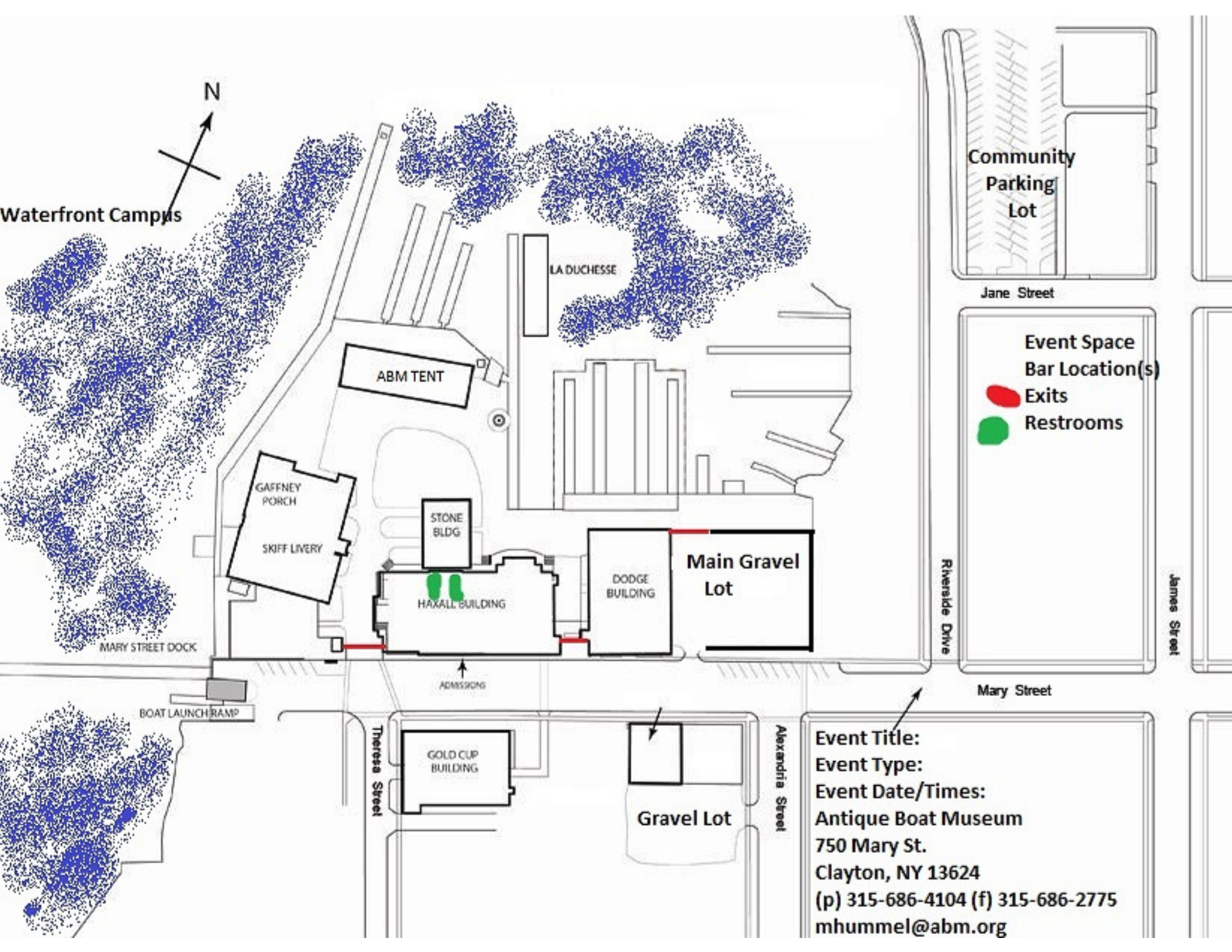
Transportation

Clarence Henry Coach 315-222-7110
First Student 855-272-3222

Sample Event Payment Schedule 8.20.16	
Security/Save the Date Deposit	500
ABM Tent w/o Picnic Tables (Saturday August Rate)	3300
Security Attendants	300
Miss T.I. Rental, \$150.00 per hour	
Total	4100
<i>\$500 Security Deposit Returned Upon Passing Post-Event Inspection</i>	

Payment Schedule	Amount	Date
Security/Save the Date Deposit	500	Upon Signing
25% of Rental Fee (1/1/16 or upon signing if after 1/1/16)	900	1/1/2016
50% of Rental Fee (60 days prior)	1800	6/21/2016
25% of Rental Fee (30 days prior)	900	7/21/2016
Total Received	4100	
<i>Security Deposit Returned, Y/N (4 Weeks Post Event)</i>		9/12/2016

History of Payment	Amount	Date	Form	Applied To
1st Payment Received				Security Deposit
2nd Payment Received				25% of Rental Fee
3rd Payment Received				50% of Rental Fee
4th Payment Received				25% of Rental Fee



Community
Parking
Lot

Jane Street

Event Space
Bar Location(s)
Exits
Restrooms



Riverside Drive

James Street

Mary Street

Event Title:
Event Type:
Event Date/Times:
Antique Boat Museum
750 Mary St.
Clayton, NY 13624
(p) 315-686-4104 (f) 315-686-2775
mhummel@abm.org

Alexandria Street

Theresa Street

Gravel Lot

GOLD CUP
BUILDING

GAFFNEY
PORCH

SKIFF LIVERY

STONE
BLDG

HAXALL BUILDING

DODGE
BUILDING

Main Gravel
Lot

ABM TENT

LA DUCHESSE

N

Waterfront Campus

MARY STREET DOCK

BOAT LAUNCH RAMP

ADMISSIONS

Each bay is 20'x20'

Whole tent is 40'x80'

Channel

French Bay

12	1*	2	3*	4	5
11	10*	9	8*	7	6

Electrical
Outlets

More Electrical Outlets located in
grill shack

Grill Shack

Campus *these bays have wall cable supports in X shape, can only be removed on calm wind days

- ABM recommends:
- sides up in 5 & 6 (to block view into grill/prep area) for WHOLE event
 - sides up on windward sides during prep/set up time (usually 11, 12, 1, 2, 3, 4), can be removed later
 - in bays with wall cable supports, either sides need to be up or cables need to be flagged with some type of decoration (ex: string of nautical flags) to prevent people from walking into/through cables