

ANTIQUA BOAT MUSEUM – 2020 FACILITY RENTAL CONTRACT

(This PDF is fillable. Please download, complete form and email back to deannabrenon@abm.org)

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.
 - ABM is a facility rental venue only. A list of vendor and coordination services are available upon request.
 - Ceremony only is limited to 2 hours, additional time to be requested at signing, additional fees will apply.
 - 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.
 - Set up may begin at 9:00 AM on the day of the event.
 - Renter will provide ABM with contact information and estimated arrival time for all vendors participating in on-site service of event. *Service Gate must remain locked at all times – vendor check in at Admission desk.
 - 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.
 - Event items must be picked up the night of event. Event must conclude with guests exiting no later than 10:30 PM ("last call" and cessation of music must be at 10pm). You will have 90 minutes to clean/remove personal event items.
 - A vendor must be hired to provide bartending services; friends/family may not be used as bartenders.
 - 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.
 - Beer, wine, cider, seltzer or champagne are the only alcohol allowed on the ABM campus.
 - All decorations not placed on table tops must be pre-approved by ABM staff – no adhesives allowed. *applicable fees.
 - 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.
 - Rented linens removed from table tops, tables and chairs must be left under cover.
- * Signing gives consent for ABM to use any/all photographs of event in museum publications and marketing.**

Event Insurance Required:

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. **Renter should forward a copy of this agreement to their insurance agent so they can discuss how to provide adequate insurance for their event at the Antique Boat Museum. 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 or a mono-line event insurance policy/rider with a minimum of \$1,000,000 in liability coverage.
- In either case, liquor liability should be included if the event is going to furnish alcoholic beverages. The liquor liability limit should be no less than \$1,000,000.

- The Antique Boat Museum should be named as additional insured on the policy with further acknowledgement that the named insurance carrier is primary insurer.

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 - \$375
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.

By executing this Contract, the Renter acknowledges that the Antique Boat Museum shall be held harmless and shall have no liability to the Renter (except for return of a deposit), in the event the facility which is reserved is not available due to fire or other type of unforeseen casualty such as inclement weather, or any act of God which is not within the reasonable control of the Antique Boat Museum.

Facility Rental Fees	October – April	May & September			June – August		
	Mon-Sun	Mon-Thur	Fri & Sun	Sat	Mon-Thur	Fri & Sun	Sat
Ceremony Only	N/A	\$350	\$350	\$350	\$350	\$350	\$350
ABM Tent	N/A	\$2,800	\$3,000	\$3,200	\$3,000	\$3,200	\$3,500
Danforth Porch	N/A	\$500	\$600	\$800	\$500	\$600	\$800
Gaffney Porch OR McNally Yacht House	N/A	\$900	\$1,100	\$1,300	\$1,100	\$1,300	\$1,500
ABM Tent + Danforth Porch	N/A	\$3,100	\$3,400	\$3,800	\$3,300	\$3,600	\$4,100
ABM Tent + Gaffney OR McNally	N/A	\$3,500	\$3,900	\$4,300	\$3,900	\$4,300	\$4,800
ABM Tent + Gaffney + McNally	N/A	\$4,400	\$5,000	\$5,600	\$5,000	\$5,600	\$6,300
Boardroom	\$60/hour	\$70/hour			\$70/hour		
Education Center	\$60/hour	\$70/hour			N/A		
Boardroom + Education Center	\$85/hour	\$95/hour			N/A		

- Discounts are offered for non-profit rentals.
- 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: _____ Email: _____

Name: _____ Phone: _____ Address: _____

Renter Signature: _____ ABM Signature: _____

Payment Schedule	Amount	Due
Security deposit/save the date	\$	Upon signing
Facility Space Rental	\$	
Security Attendant	\$375	
Additional Fee	\$	
Total	\$	
25% Rental Fee	\$	January 1, 2020 OR upon signing
50% Rental Fee	\$	60 days prior:
25% Rental Fee	\$	30 days prior: