



## ANTIQUE BOAT MUSEUM – 2021 FACILITY RENTAL CONTRACT

This PDF is fillable. Please download, complete form, and email back to [rentals@abm.org](mailto:rentals@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.

Service animals are permitted in accordance with the ADA. Pets are not permitted on campus unless they have a specific handler and remain on leash at all times. Pets are only allowed for ceremonies and must leave campus when the ceremony concludes.

**Ceremony Only** time is limited to 2 hours, with 1 hour for setup before and 1 hour for breakdown after. Additional time is to be requested at time of signing, for \$100/hour.

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, included but not limited to: candles, torches, sparklers, bonfires.

No smoking is allowed on ABM campus including buildings, grounds, and docks; guests wishing to smoke may do so on exterior sidewalks.

Setup in Danforth Porch, Gaffney Porch, McNally Yacht House, or ABM Tent may begin at 9:00 AM on the day of the event.

2 hours of getting ready time are included in the Boardroom for ceremony and reception rentals.

All items must be removed from the boardroom by 4:30 pm.

Renter will provide ABM with contact information and estimated arrival time for all vendors participating in on-site service of event. Service gate will remain locked, and vendors will check in at Admissions 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 at the end of the night. Event must conclude with guests exiting no later than 10:30 PM. "Last call" and cessation of music must be at 10:00 PM. Renter will have 90 minutes to clean and remove personal event items.

A vendor must be hired to provide bartending service; 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, and 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. Damage by adhesives is subject to 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 their own gas grill. No grills may be used indoors, under the cover of a roof, or on the lawn.



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Event space must be left neat and tidy at conclusion of event (consult with Rental Company on proper storage of items):

- All rental materials (including dishes, glasses, silverware) must be rinsed, returned to cases, and left under cover.
- Tabletop decorations must be grouped in protected area.
- All surfaces must be clear of garbage and bottles.
- Rented linens must be removed from tabletops, 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 will furnish alcoholic beverages. The liquor liability limit should be no less than \$1,000,000.
- The Antique Boat Museum should be named as an 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).

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-hours 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 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**



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**unforeseen casualty such as inclement weather, or any act of God which is not within the reasonable control of the Antique Boat Museum.**

Venue	May - October		November-April
	Mon-Thurs	Fri-Sun	
Ceremony Lawn (Only)	\$550	\$550	N/A
ABM Tent	\$3,000	\$3,500	N/A
Danforth Porch	\$500	\$800	N/A
Gaffney Porch OR McNally Yacht House	\$1,100	\$1,500	N/A
ABM Tent + Danforth Porch	\$3,300	\$4,100	N/A
ABM Tent + Gaffney OR McNally	\$3,900	\$4,800	N/A
ABM Tent + Gaffney + McNally	\$5,000	\$6,300	N/A
Boardroom	\$70/hour		\$60/hour
Education Center	\$70/hour		\$60/hour**
Boardroom +Education Center	\$85/hour		\$95/hour**

\*\* Limited availability of Education Center during Museum season for classes.

Discounts are offered for non-profit rentals.

Events cancelled more than 60 days in advance forfeit the security/hold the date deposit.

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

Event: \_\_\_\_\_ Rental Space: \_\_\_\_\_ Est. Guest Count: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Renter Signature: \_\_\_\_\_ ABM Signature: \_\_\_\_\_

**Payer Attention:** (if different than renters listed above, used for security deposit refund)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Payment Allocation	Amount	Payment Schedule
Security Deposit/Hold the Date	\$	Upon Signing
Facility Space Rental	\$	
Security Attendant	\$375	
Additional Fee	\$	
Total Cost	\$	
25% Rental Fee	\$	January 1, 2021 OR upon signing
50% Rental Fee	\$	60 days prior:
25% Rental Fee	\$	30 days prior: