



Southampton History Museum

17 Meeting House Lane / P.O. Box 303, Southampton, NY 11969

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This is an agreement by and between the Southampton History Museum (herein referred to as “Museum”) and _____

(herein referred to as “Renter”) made on _____ for a rental event.

1. **PROPERTIES AND RATES:** The Museum hereby agrees to make available for the exclusive use of the Renter the following property at the time(s) and dates and for the purposes indicated on page 12.
 - A. The base price for renting our venues is for **4 hours** of use. Any additional time requested for the Renter’s event will come at the cost of **\$200 per hour or fraction of an hour.**
 - B. A minimum of **one** member of the Museum’s Staff, or authorized person, is required to be in attendance at the event for its duration. If additional Museum Staff is required, the rate is **\$50 per hour or fraction of an hour per Museum Staff member + 1 hour on either of the event.**
 - C. The need for Security Guards is determined by Museum on a case-by-case basis. Typically revolving around needing **one guard per every hundred guests** at the rate of **\$400 per guard per six hours.** Guards may be required one hour before the scheduled start time and one hour after the scheduled end time of the event.
 - D. There is a **\$1,000** fee for putting up a tent on the property. This does not include a cook tent.

- E. There is a fee of **\$500** per every 900 sq feet of flooring put down on the grounds. This includes all dance floors, walk ways, stages and other additional ground coverings.
 - F. A general floor plan of the event along with a timeline of deliveries is required to be given to museum staff at least **2 days** before the event date. Layout of the grounds can be found on our website or sent to the Renter upon request.
2. **PAYMENTS:** For events in excess of 30 days of signing of this agreement, **50%** of the total event rental fee and a **\$1,000 security deposit** are required to reserve the event date. Final payment is due 30 days before the event date. A \$50 late fee will be charged per day that the final payment is not paid. For events within 30 days of the signing of this agreement, payment is required in full upon the returning of this document to the Museum.
- A. The security deposit will be returned **14 days** after the date of the Renter's event. The Museum reserves the right to withhold the security deposit if policies within this agreement are violated or damage is done to the property.
 - B. In the event of damages costing less than the full amount of the security deposit, a partial refund will be given along with documentation of the work that has either been or will be done to fix said damages.
 - C. Payment is to be made in the form of cash or check. If guests wish to pay via credit card, there will be a 5% fee added onto the charge.
3. **CANCELLATION:**
- A. **Cancellation by the Museum:** The Museum reserves the right to terminate this agreement and cancel any event, at any time, or refuse any person(s) or organization

the ability to have an event on the property if the event's purpose falls outside the ethical standards of the Southampton History Museum.

- i. If cancelled due to violating the Museum's ethical standards after payment has been accepted, a full refund will be given to the Renter.
- ii. If the Museum cancels an event due to a failure to produce requested documentation or equipment outlined later in this agreement, the Renter is subject to a loss of payment.
- iii. If the museum cancels the event due to any COVID related restrictions given by any governmental body that makes the event not feasible as originally intended, the Museum will refund all money paid by the Renter.

B. Cancellation by the Renter: The Renter may cancel their event at any time they deem fit, but may not be entitled to a refund.

- i. 91 days or more before the event date: Full refund of all money paid to the Museum by the Renter.
- ii. 90 to 61 days before the event date: 50% refund of the total rental fee and return of the security deposit.
- iii. 60 to 31 days before the event date: Refund of only the security deposit.
- iv. Within 30 days of the event date: No refund.

4. FACILITY USAGE

A. Set up & cleanup of Events: The Renter is given a 4-day window around the agreed upon event date for all set up and cleanup of their event. During this window is when all deliveries and installation of any party related materials may happen. For example, if an event is planned for a Saturday, deliveries may happen

on Friday and clean up on Sunday and Monday or deliveries on Thursday and Friday and all clean up on Sunday.

- i. Museum staff cannot accept any deliveries or act as a liaison for the Renter with any vendors. The Renter is required to have an authorized person to accept all deliveries.
- ii. Set up outside the buildings can take place at any time without Museum Staff supervision.
- iii. Set up inside any Museum buildings will require Museum staff to be present. If interior access is needed within the normal working hours of Museum Staff there will be a charge of **\$100 per hour or fraction of an hour**, if access is needed outside of normal working hours a charge of **\$200 per hour or fraction of an hour** will be levied against the Renter.
- iv. If anything is left behind after the event's 4-day window that museum staff has to clean up, the Renter will be charged **\$100 an hour or fraction of an hour** for however long it takes museum staff to clean up the left behind debris, trash or decorations.
- v. If larger items that Museum staff is not able to dispose of themselves are left behind (tents, chairs, tables, flooring etc.) the renter will be charged **\$500 for every day or fraction of a day** the items are left behind.

B. Decorations: No decorations may be nailed, screwed, stapled, pinned, or attached in any way that would cause any damage to the Museum buildings or structures. All decorations must be free standing or attached via another method.

- i. Items may be staked into the ground outside.

- ii. All interior decorations must be free standing unless preapproved by Museum Staff.

C. Open Flames: No open flames are allowed on the property. This includes fire pits, tiki torches, sparklers, fireworks, etc.

- i. Candles may be used if they are enclosed, and the enclosure reaches higher than the flame.
- ii. This does not apply for use of grills or other cooking devices operated by Catering Staff for the purpose of preparing food for the event.

D. Museum Equipment: The Renter must provide all their own equipment. The Museum does not rent out or loan any equipment, this includes tables, chairs, dishware, extension cords, AV equipment, serving platters, etc.

E. Event Times: Events taking place on Fridays and Saturdays at the Rogers Mansion must have all party functions come to an end at **11pm** and all events taking place at the Halsey House must have all party functions come to an end at **10pm** and all guests must have vacated the property within **1 hour** of the above stated time. For events on Sundays through Thursdays all party functions must end at **9pm**.

- i. Party functions include amplified music playing, service of food or drinks, the use of any games or attractions.
- ii. If the event continues beyond its allotted time or guests do not vacate in a timely manner, there will be a charge of **\$200 per hour or fraction of an hour** billed to the Renter.

F. Tents: Tent set up and construction must adhere to NYS Fire Code standards and permits must be acquired if needed. Said permits can be obtained by the Renter or the tent company but must be provided to the Museum Staff prior to the event.

- i. If the Museum does not have proof of a tent permit within 7 days of the event, the event is subject to cancelation with no refund.
- ii. Tent permit can be found here -
www.southhamptontownny.gov/241/Applications-Forms

G. Restrooms: Restrooms may be required for events depending on the number of guests and the location of the event.

- i. For events at the Rogers Mansion the Renter is required to provide restrooms for all guests and staff if the guest list exceeds 100 guests.
- ii. For events at the Halsey House the Renter is required to provide restrooms for all guests and staff no matter the number of guests.

H. Generators: The Renter is required to provide generators for all electrical needs during the event.

- i. For events at the Rogers Mansion, some use of the building's electricity is allowed, but must be approved by Museum Staff.

I. Children: Children are welcome on our properties but must always be accompanied by a parent or guardian.

J. Smoking: All Museum properties are entirely non-smoking venues, both indoor and outdoor. This includes cigarettes, cigars, pipes, vapes, and any other smoking devices. Guests, catering staff, or anyone in violation of this policy are subject to removal from the property.

- i. If the Renter requests, an area can be made available for those wishing to smoke.

K. Museum Access During Events: All buildings will be closed to guests except for the Sayre Barn at the Rogers Mansion. The kitchen at the Rogers Mansion will be open for the event staff to work out of.

- i. It is up to the Museum's discretion if any other buildings will be made available for the Renter.

L. Insurance: Proof of insurance is needed within 14 days of the event.

- i. Renter/Caterer hereby agrees that it will obtain and keep in force Commercial General Liability insurance to cover its liability hereunder in the minimum amounts of \$1,000,000 Per Occurrence and \$2,000,000 General Aggregate and will defend and hold harmless Southampton History Museum for personal injury, bodily injury and property damage.
- ii. Said insurance limits can be obtained by General Liability and Excess/Umbrella Liability and be evidenced on a Certificate of Insurance.
- iii. Said Liability policies shall name Southampton History Museum as Additional Insured and shall be Primary to any other insurance policies.
- iv. Renter/Caterer will obtain and keep in force Workers Compensation insurance, including Employees Liability, to the fullest statutory limits as required by law.
- v. Renter/Caterer shall provide to Southampton History Museum, prior to the commencement of any work, Certificates of Insurance evidencing that aforesaid insurance coverages are in full force and will not be cancelled without thirty (30) days written notice to Southampton History Museum.

- M. Clean Up:** The Renter is responsible for ensuring the grounds of the museum, as well as any interior spaces that were used, have been cleaned up and trash removed. This includes all spaces guests and event staff were given access to.
- i. The Museum recommends the Renter plan to have someone come to clean the grounds the day after any event.
 - ii. If the grounds are not cleaned to a degree satisfactory to Museum Staff, the Renter may be subject to a \$500 fine.
5. **RULES FOR THE CATERER:** The Renter is free to hire any Caterer they wish for their event but said Caterer must be approved by the Museum and provide proper documentation within 7 days of the event.
- A. Alcohol Permit:** Depending on what will be served during the event, the Museum must be given proof of proper documentation in regards to the needed Alcohol Permit. The permit can be provided by the Caterer or the Renter and all information regarding needed permits can be found at www.sla.ny.gov. Specifically, reference the “Special Event Permit Terms and Conditions.”
- i. If the Museum does not have proof of an alcohol permit within 14 days of the event, the event is subject to cancelation with no refund.
- B. Clean Up:** The catering crew is required to leave the area they utilized looking as it did when they arrived. This means swept, mopped, and picked up as needed.
- C. Trash Removal:** All trash is required to be removed at the end of the event or placed outside of Museum buildings and inside of closing trash receptacles. There are no exceptions to this rule.
- i. Leftover ice may be dumped in the sides of the yard.

D. Appliances: At the Rogers Mansion, Caterers are welcome to use all appliances in the kitchen but must either bring or be provided with all their own cooking utensils, dishware, etc.

- i. Appliances include: Oven, stove top, refrigerators, microwave, sinks, and dishwashers.

6. PARKING

A. Rogers Mansion: The Museum shares the parking lot of the First Presbyterian Church which is located across the street. All guests and staff may park in that lot as long it is not closed for an event at the Church. If more parking is required, there is ample street parking in the surrounding area as well as another parking lot behind the Museum's property.

B. Halsey House: There is no parking lot at the Halsey House, and all parking is street parking which will require a parking permit from the Village of Southampton. This permit will need to be given to all guests and staff and placed on the windshield of each vehicle parked for the event, including the Museum's Staff.

- i. If the Museum does not have a copy of the parking permit within 14 days of the event, the event is subject to cancelation.
- ii. The permits issued by Southampton Village give clear instructions as to where to park and how many vehicles are approved.
- iii. For events where more than 20 cars will be present, guests are required to get a valet

7. PHOTOGRAPHY: The Museum requests the right for Museum staff to take pictures and or videos of your event for promotional use. We also request to be sent any and all images by the Renter's event photographer, if there is one present for the event.

A. Section 7 of this agreement is an optional portion that can be ignored if the Renter desires.

By marking this box, I, the Renter, allow Museum Staff to take pictures and or videos during my use of their space for promotional use for the Museum.

8. **COVID:** The Museum will be following all NYS laws and regulations around COVID, and new policies may be put into effect any time. Renters will be notified about any changes to policies and will be required to follow them or their event may be terminated by the Museum. In this event the Renter would receive a full refund. Questions about the Museum's current COVID policies? Call the Museum at (631) 283-2494 x 500.

I _____, by signing this agreement, agree to abide by the rental policies stated above and the contract and to indemnify and save harmless the Southampton History Museum from and against any and all liability, loss, cost expense and damages, and from and against any and all suits, claims and demands of every kind and nature, including reasonable counsel fees by or on behalf of any person, firm, association or corporation, arising out of the use of the facilities or based upon any accident, injury or damage, however occurring, which shall or may happen on or about the Museum facilities, or in, or about the street, parking lots, sidewalks or curbs in front of or adjacent thereto, and from and against any matter or thing growing out of the condition, maintenance, repair, alternation, use, occupation, or operation of the Museum facilities, or of the streets, parking lots, side-walks or curbs in front of or adjacent thereto, provided same is not caused by the negligence or willful conduct of the Museum.

Renter's Signature: _____ Date: _____

Museum Staff's Signature: _____ Date: _____

Renters Information

Renter's Name: _____ Telephone: _____

Name of org. or business: _____

Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Renters Credit Card Info

Card Number: _____

Expiration Date: _____ CC Code: _____ Zip Code: _____

Name on the Card: _____

Event Info

Event Date: _____ # of Guests: _____ Event Type: _____

Base Rental Fee - 4 hours of use

Rogers Mansion	Halsey House
301 to 500 guests - \$5,500	101 to 200 guests - \$3,500
201 to 300 guests - \$4,500	
101 to 200 guests - \$3,500	51 to 100 guests - \$2,500
51 to 100 guests - \$2,500	50 or less guests - \$1,500
50 or less guests - \$1,500	

Event Times - Start: _____ | End: _____

Extra Time (\$200 per hour or fraction of an hour) - # of extra hours _____

Museum Staff (\$50 per hour of the event + 1 hour on either end) - # of hours _____

Security (\$400 per guard, 1 guard needed for every 100 guests) - # of guards needed _____

Tent Fee (\$1,000 to do an event where a tent is used) YES or NO

Flooring Fee (\$500 per every 900 sq ft of outdoor flooring) sq footage of flooring _____

Sayre Barn (\$500 for use of the Sayre Barn in addition to the Rogers Mansion) YES or NO

Use of both sites for one event (half of the base rental fee per number of guests) _____

Security Deposit - \$1,000

EVENT TOTAL _____

RENTAL CHECKLIST

DOWN PAYMENT & SECURITY DEPOSIT: Provided on _____

FINAL PAYMENT: Provided on _____

VENDOR CONTACT INFO: Please list below any and all vendors you will use for the event, please include names of business, name of contact person, phone number, physical address, email and website when available

FOR MUSEUM STAFF

Tent Permit Check In

60 days before - Museum Staff initials:_____Date:_____Y N

30 days before - Museum Staff initials:_____Date:_____Y N

10 days before - Museum Staff initials:_____Date:_____Y N

Alcohol Permit Check In

60 days before - Museum Staff initials:_____Date:_____Y N

30 days before - Museum Staff initials:_____Date:_____Y N

10 days before - Museum Staff initials:_____Date:_____Y N

Insurance Permit Check In

60 days before - Museum Staff initials:_____Date:_____Y N

30 days before - Museum Staff initials:_____Date:_____Y N

10 days before - Museum Staff initials:_____Date:_____Y N

Parking Permit Check In

60 days before - Museum Staff initials:_____Date:_____Y N

30 days before - Museum Staff initials:_____Date:_____Y N

10 days before - Museum Staff initials:_____Date:_____Y N