

THE BEDFORD HISTORICAL SOCIETY, INC.

HISTORICAL HALL RENTAL AGREEMENT

AGREEMENT made this _____ day of _____, between the Bedford Historical Society, Inc., (BHS) as Lessor and _____ as Lessee, for use of Historical Hall (herein Historical Hall or the Premises) for the specific purpose filled in below, and upon the terms and conditions herein specified.

The Lessee agrees to abide by the following use restrictions for Historical Hall:

- (a) the maximum capacity for Historical Hall is 150 persons; of that number the maximum capacity for the balcony of Historical Hall is 50 persons
- (b) there is to be no smoking in Historical Hall or any tent or temporary structure erected by Lessee; the use of smoke or fog machines, fireworks or any incendiary device is prohibited;
- (c) nails, tacks, screws, hooks, picture hangers and scotch tape may not be used or applied on walls, columns, ceilings, floors, or external surfaces of the building;
- (d) proper care must be observed to avoid defacing painted surfaces or floors;
- (e) there may be no alterations/additions to the electrical system, or overloading of electrical circuitry;
- (f) both the interior and exterior of Historical Hall and the surrounding yard shall be left in the same condition as found; and
- (g) the kitchen may not be used for the initial preparation of food.

The Lessee agrees to the following financial and related terms for this Rental Agreement:

- (a) the term of the rental shall be the following date(s): _____
- (b) the fee for the above will be \$ _____; a non-refundable rent deposit of \$ _____ is payable upon execution of this Rental Agreement.
- (c) the Lessee will make a \$350 damage deposit by separate check or credit card at time balance of rent is paid; this deposit will be fully refunded if no damage occurs.
- (d) any telephone charges incurred during the rental are payable by the Lessee.
- (e) all rented or leased property, such as tables, chairs, tents, etc. and any personal property belonging to the Lessee and guests or other invitees will be removed from Historical Hall by 9 AM the day after the end of the rental unless other arrangements are made in advance; additional fees will be charged in the event that any such property remains on the Premises.

Other terms:

1. All vehicles must be parked in the lot to the side of the Premises or elsewhere in legal parking spaces. No vehicle may be parked in front of the Premises.
2. All individual Lessees are required to provide an insurance certificate from their homeowner's insurance provider. All commercial Lessees are required to provide an insurance certificate from their liability carrier. All Lessees employing outside caterers or other vendors are required to provide an insurance certificate from their vendors' liability and workmen's compensation carriers. These certificates must name The Bedford Historical Society, Inc. as an additional insured. These certificates must be tendered with the balance of rent due two weeks before the rental date. Samples of the required insurance certificates are available from the Lessor or the Lessor's website: www.bedfordhistoricalsociety.org
3. The Lessee agrees to indemnify and hold harmless The Bedford Historical Society, Inc. from and against any and all losses, claims, damages, liabilities, expenses (including legal and other professional fees and disbursements), judgments, fines, settlements and other amounts arising from any claim, demand, action, suit or proceeding, actual or threatened in which such indemnified party may be involved, made or brought on account of the use of the Premises made by the Lessee, its guests, invitees, servants or service providers.
4. This Rental Agreement may not be assigned or sublet without the prior written consent of the Lessor.
5. This Rental Agreement is subject to the Summary of Provisions on Page 3.
6. The permitted use of the Premises by the Lessee is as follows:

Name of Your Event: _____

LESSOR:

Bedford Historical Society
P.O. Box 491
Bedford, NY 10506
Telephone: 914 234-9751
Email: info@bhsny.org

Signature: _____

LESSEE:

Telephone: _____
Email: _____

Signature: _____

This rental agreement is to be executed in duplicate. Please retain one copy for your records and return one copy with your non-refundable deposit of one-half of the rental fee to the Bedford Historical Society. This agreement must be returned within two weeks of its receipt in order to secure your date for rental, or it is assumed that the date is still available. Thank you.

SUMMARY OF PROVISIONS

You are responsible for Historical Hall when you are renting it. Please read the following key points, sign and date below to acknowledge you've read and agreed to the following:

Before your event:

- You and each vendor at your event must get an insurance certificate; you are responsible for getting all certificates to the BHS
- No tape, putty, nails, etc. on any surface that will leave residue or any marks
- Ensure rental companies do not lean tables, chairs, etc. against walls. Items should be stacked on the floor
- Bring large garbage bags to accommodate your garbage – we only provide a few kitchen garbage bags
- We provide paper towels, toilet paper and liquid soap for bathrooms
- You are responsible for all deliveries and set up for your event (unless you make arrangements with the BHS)
- Tent size cannot exceed 20' x 40'; tent rental company must contact us before erecting tent

During your event:

- Historical Hall is in a residential area. Please be respectful of the neighbors and aware of the heavy traffic on Routes 22 & 172 in front of the Hall
- If you change the temperature in the Hall, return it to the original setting at the end of your event
- Your electrical needs should be distributed among the various zones
- Food cannot be cooked in the kitchen, stoves are for warming or reheating only
- If you use balloons keep them clear of chandeliers and do not release them outside
- Music and noise levels per Bedford Village Noise Ordinance must be minimized by 11:00 Sunday – Thursday, and 12:30 on Fridays and Saturdays

When you leave:

- Indoors must be broom clean, all garbage including recycling removed and disposed of
- Outdoors must be clean with all debris picked up from grounds and patio
- Nothing should be left outside of dumpster
- If you want to recycle your bottles/cans, you must bring them to a recycling center
- All lights must be turned off
- No windows should be left open
- No food or drinks should be left in the refrigerator, in the oven, on the shelves or anywhere in the Hall
- Do not lean tables, chairs or any items on walls. Stack rentals on floor only

If there is damage to the Hall, any of the above conditions are violated or any conditions on the Rental Agreement are violated, then the BHS has the right to retain part or all of your security deposit. If damages or violations exceed your security deposit, the BHS has the right to collect the excess costs from you or your insurance company.

SIGNATURE: _____ DATE: _____