

APPLICATION FOR USE OF
STANLEY-WHITMAN HOUSE FACILITIES

Name and Description of Event: _____
Date of Event: _____ Anticipated Attendance: _____
Time of Set Up: _____ to _____ Time of Event: _____ to _____
Time of Clean Up: _____ to _____ Number of Cars to be Parked: _____
If Organization, Name of Contact Person: _____
Address, City, State, Zip: _____
Daytime Telephone: _____ Cell Phone: _____

Facilities Requested:

Colonial Room with Fireplace _____
Carpeted Room with Large Window _____
Welcome Center _____

Type of Event:

Lecture _____
Meeting _____
Wedding _____

All Rooms above plus Courtyard and Garden _____
All the Above plus Exhibit Room _____
All the Above plus Guided Historic Tours _____
Play Loft _____

Reception _____
Dinner _____
Party _____
Other _____

Equipment Needed:

Tables _____ Chairs _____ Easel _____ Please specify how many of each in line provided.
Will food and/or drinks be served? _____
If yes, please describe (hors d'oeuvres, dinner, drinks, alcohol, etc.) _____

Name & Telephone of Caterer: _____
Signature of Applicant: _____ Date: _____
Title of Person Signing if an Organization: _____
Stanley-Whitman House: _____ Date: _____
Title of Person Signing for Museum: _____

Museum Use Only

Approved/Denied: _____ Total Required Fee: _____
Deposit Received: _____ Balance Due: _____ By: _____
Deposit Check # _____ Balance Check #: _____
Museum Personnel Needed on Duty: _____

Renters must depart museum facility by 10:00 P.M.

Condition of Use

Because Stanley-Whitman House is an educational institution, rentals cannot interfere with the museum's exhibits or education programs.

Renters must provide the museum with a copy of a certificate of liability insurance for \$500,000.

No cooking is allowed at the museum. Caterers must provide the museum with a certificate of liability insurance for \$500,000 and a temporary food permit from the Farmington Valley Health District.

A written copy of all printed materials using the name Stanley-Whitman House or Stanley-Whitman House logo must be approved in advance by the museum. Failure to submit advance copy will be cause for the museum to cancel the event.

Renters agree that neither the museum buildings nor grounds will be used to sell a product, announce a fund-raising activity or hold a fund-raising event unless the museum is notified previously to the event or the museum is the direct beneficiary of the sale or fund-raiser.

Renters are responsible for the cost of repair or replacement of any museum property such as rooms, grounds, contents, collections or equipment which is damaged or destroyed by the renter or anyone attending the function during an event covered by the rental contract. The cost of such repair or replacement will be determined by the museum and paid in full by the renter.

No alterations to the galleries, walls, any part of the historic building, or exhibits are permitted.

Early delivery of decorations, floral arrangements, food or beverages must be approved when signing the rental contract.

Sound equipment may be used with prior approval of museum personnel.

Nothing may be thrown inside the museum center such as a bridal bouquet, garter or objects of any kind. No rice may be thrown on museum property.

No fastening or securing devised of any kind may be used inside or outside the museum center to hold up decorations or the like.

All staff work areas will be closed with no admittance allowed in these areas.

Stanley-Whitman House reserves the right to waive conditions of public use and guidelines to serve the best interests of the museum.

The historic house cannot be rented. For an additional fee, a trained staff interpreter will be made available to give tours to parties renting other rooms.

The first floor of the historic center is handicap accessible. There is no smoking in the building or on the grounds.

There are overnight accommodation within walking distance to the historic center and close by within a short driving distance.

There are approximately ten parking spaces in our parking lot and parking is allowed on the street on the same side as the historic center. For large groups, offsite-parking arrangements need to be made by the renter. Permission can be obtained to park at Noah Wallace School and The Brickyard Shops. Both parking lots are within walking distance.

Two unisex rest rooms are provided with each rental.

There is no cooking allowed at the historic center. All food must be brought in and brought out. Garbage receptacles and bags will be provided to fill the receptacles.

A staff person needs to be present at all times during any rental event. Staff person will clean up rented room(s) after the event has taken place.

Fees

A \$50 non-refundable deposit is due when the rental contract is signed. Payment in full is due 15 working business days before the date of the event.

Unscheduled overtime will be charged at \$150 per hour.

Cancellations

If you wish to cancel the rental agreement before 15 working business days, the renter will lose their \$50 deposit.

If the renter cancels the rental agreement during the 15 working business days prior to the scheduled event, the Stanley-Whitman House reserves the right to retain the whole amount deposited.

If an "Act of God" occurs, your full deposit will be refunded.