

***RENTAL CONTRACT FOR WEDDINGS
HELD AT THE WEBB BARN***

*The Webb-Deane-Stevens Museum
211 Main Street, Wethersfield, Connecticut*

Renter: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (day): _____ (evening): _____

Email: _____ Event Date: _____

Names and Contact Information for Bride and Groom (when applicable):

Bride: _____
(Telephone)

Groom: _____
(Telephone)

If the terms and conditions set forth in this contract meets your requirements, please sign in the space provided below and remit your deposit of \$1,000 made payable to: The Webb-Deane-Stevens Museum/NSCDA-CT, 211 Main Street, Wethersfield, CT 06109

Renting Party _____ /_____/_____
Signature Date

For WDS/NSCDA-CT _____ /_____/_____
Signature Date

Both the renting party and the caterer must sign contracts prior to the event (a separate Caterer's Contract is attached to this document).

Rental Deposit and Cancellations

A rental deposit of \$1,000 is due upon signing of the contract. The amount is refundable for the first 10 days of the contract. After that, fifty percent of the deposit will be refunded if the reservation date is re-booked. Any cancellations received within ninety days of the event will result in forfeiture of the entire deposit. The balance of the full rental fee is due at least 30 days before the event. If the money is not received at that time, your event will be cancelled and all deposits will be forfeited.

Rental Fees

Barn Rental (4-hr. event)

Saturdays, Holidays, & Holiday Eves/weekends	\$4,000
Friday & Sunday	\$3,500
Monday – Thursday	\$2,250
Refundable Damage Deposit*	\$500

Optional Additional Costs

Extra Hours (maximum 2 hours)	\$500 per hr.
Rehearsal Fee	\$125 per hr.
Set-up/break-down time (Over the allotted hours)	\$100 per hr.
Chair/table removal and storage	\$250
Dumpster Rental (pd. by renter or caterer)	\$100
Open Webb House for tours	\$200 per hr.
Facilities Fee (for events exceeding 135 guests)	\$350

**Refundable after the event if the Barn and grounds are left in the same condition, repair and cleanliness as before the event.*

RENTAL INFORMATION FOR THE WEBB BARN

To increase the public awareness and appreciation of its historic properties and programs, the Webb-Deane-Stevens Museum and National Society of The Colonial Dames of America- CT (hereinafter called the owner) makes available on a limited basis the Webb House Barn for private and corporate functions. This agreement sets forth the terms and conditions for the use of the Webb House Barn.

Capacity and Season

The Webb Barn accommodates up to 135 people. Larger parties are required to supply a rented tent and extra seating. It is understood by the renting party that it is the Webb Barn and the grounds immediately surrounding the Barn that are being rented and that house tours and other museum functions may be also going on at the same time. The rental season is April – November.

Services Provided by Owner

This contract guarantees the exclusive use of the Webb House Barn, the patio, and adjacent grounds. Other amenities included with the rental are:

- Use of catering kitchen for warming and chilling (full-scale cooking is not permitted);
- Ample parking near the barn;
- Handicapped accessible restrooms;
- Use of 135 chairs, 22 tables (42" round seating six per table), and long serving tables (There is a charge of \$250 for the substitution of tables and chairs other than those provided);
- Use of the slate patio adjacent to the barn (you may use rented tents on the patio without an additional charge);
- Use of the grounds for wedding ceremonies and photography by a photographer hired by the renter are included in the rental fee;
- Tours of the Joseph Webb House with staff guides are not included in the contract but can be arranged in advance for an additional fee;
- A staff representative on duty the day of the event to assist.

We will permit you to set up croquet, volleyball and other lawn games in specified areas. We also allow you to bring in horse and carriage rides. The staff will be glad to advise you on other forms of entertainment appropriate to the site. The owner reserves the right to veto some activities that may be too dangerous, that may be damaging to the buildings or grounds, or that may disturb property owners surrounding the barn. Renters must comply with the Town of Wethersfield's sound ordinance and be respectful of our neighbors during the event.

Terms and Conditions

1. Rentals are for 4 hours with the option of booking one or two extra hours in advance for a fee of \$500 per hour. Six hours is the maximum rental. Events must conclude by 10 p.m.
2. This contract provides for three hours for the caterer and two hours for the renter to set-up and one hour of break-down time on the day of the event. Caterers are allowed to begin setting up 3 hours prior to the event. There will be a fee of \$100 per hour for exceeding the time limit.
3. Seating in the Barn is limited to 135. A rental tent is required to be set up on the grass for larger events. The renter must also supply extra tables and seating. If the event has more than 200 guests, the owner requires two portable toilet facilities to be brought in and removed on the day of the event.
4. Renter will acquire a Certificate of Insurance showing general liability in the amount of \$1,000,000 showing the NSCDA-CT as an additional insured on a primary and non-contributory basis. All certificates of insurance shall be filed with the NSCDA-CT (doing business as The Webb-Deane-Stevens Museum) and must be presented to the owner's representative (herein referred to as the Rental Coordinator) within 45 days of the event. They must indicate a 30-day written notice of cancellation or non-renewal to the Webb-Deane-Stevens Museum. The type and limits of insurance coverage shall not be less than \$1,000,000 and shall be written with insurers authorized to do business in the State of Connecticut and with Bests' ratings of A- or better.
5. Caterers must be insured to serve food and beverages to their clients at the site with a minimum of \$1,000,000 general liability and \$1,000,000 liquor liability. The renter must provide the Rental Coordinator a signed Caterer's Contract (copy attached) and a certificate of general liability and liquor liability insurance at least 45 days in advance of the event.
6. If you hire an independent bartender, they must also sign a separate Caterer's Contract and supply a certificate of insurance showing that the bartender has \$1,000,000 liquor liability policy with the NSCDA-CT names as co-insured for the event. The renter is responsible for getting this to the Rental Coordinator 45 days prior to the event.
7. For your protection, the owner reserves the right to approve all caterers. The renter is urged to let the Rental Coordinator know the name of the caterer they have selected as soon as possible.

8. The Rental Coordinator will be happy to provide a preferred list of caterers that have been reliable and performed well in the past. You may hire a professional caterer not on the list who meets the required insurance coverage and who is willing to abide by all regulations. The owner has the right to approve all caterers. Caterers who have not met our standards and who have not followed these regulations may not be approved and denied access to the facilities.
9. Caterers who have not worked at the site in the past and/or are unknown to the Rental Coordinator are required to provide three references and a \$500 refundable security deposit forty-five days prior to the event.
10. The renter must provide a Security Deposit of \$500 along with the Rental Fee that is refundable after the event. The renter will be liable for any damages to the premises and property that is caused by the renter, the guests or by persons or companies hired by the renter. Renters and their Caterers must leave the property in clean, tidy and good condition with all garbage, bottles, decorations, etc. removed at the conclusion of the event. They must comply with all provisions and limitations specified in the rental contract. If they do not comply, all or a portion of the security deposit will be withheld.
11. To have goods delivered or picked up, the renter must contact the Rental Coordinator or the Museum office for scheduling. The Museum/Society takes no responsibility for items left before or after the event. The renter contracts for the day of the event only and may with caterers and rental companies be required to remove all goods, tents, rental equipment, etc. from the premises immediately after the event. On many weekends, two or three rentals are scheduled and school groups and meetings are often scheduled in the Barn on Mondays or during the week.
12. In the event that the owners feel that there is or will be any violation of the contract or state/town regulations, they have the right to cancel the event for cause at any time, including during the event. They will not be responsible for any losses suffered by the renter when the event is cancelled for cause.
13. The Board of Managers of the NSCD-CT reserves the right of approval for the use of the premises, and if they should decide to cancel an event for reasons other than those specified in number 10, they will make every effort to notify the renter in a timely fashion and will refund the deposit in full.

Other Requirements and Special Concerns

1. The renting party and all invited guests shall follow all requests of the Rental Coordinator and/or the Site Supervisor on duty and abide by all applicable laws and regulations.
2. Alcohol requirements:
 - Alcohol must be served by a licensed and insured vendor;
 - Kegs and swizzle sticks are prohibited;
 - Servers must remove and dispose of bottle caps prior to serving;
 - Servers will close the bar no less than:
 - 15 minutes prior to the end of a 4-hour event
 - 30 minutes prior to the end of a 5/6 hour event.
3. The following are not permitted:
 - Rice or confetti, etc. thrown in the Barn or on the grounds;
 - Helium balloons inside the Barn;
 - Candles, smoking or flames inside the Barn;
 - Nails, tacks or staples used in the Barn or anywhere on the Museum grounds or structures;
 - Alteration of the grounds, Barn, gardens or other parts of the premises (no picking of flowers etc.)
4. Smoking is permitted in designated areas only. Please encourage your guests to use the bucket receptacles provided. A portion of the Security Deposit will be withheld if museum staff has to clean up cigarette butts following an event.
5. The band or DJ may set up in the north loft. Electrical outlets, seating, a table and lighting are provided. There will be no access to the south loft. No guest is permitted in the lofts.
6. Outdoor grills may be set up in designated areas only.
7. Events must conclude by 10 P.M. At all times we reserve the right to close doors and windows to keep the noise at an acceptable level.
8. The layout plan and table arrangement must be submitted to the Rental Coordinator five (5) days in advance of the event. Deliveries to the property must be made by pre-arrangement only, scheduled 48 hours in advance and must be made so that there is no interruption to the Museum schedule or other events.

CATERER'S CONTRACT

The National Society of the Colonial Dames of America in the State of Connecticut, owner of the Webb Barn, situated at the rear of the Museum property at 211 Main Street Wethersfield grants the right to licensed and insured caterers to serve food and beverages to their clients at that site and its immediate grounds as long as the caterer obeys the regulations as set down (below) by the Society.

1. Museum staff members are not allowed to receive any monies or tips from caterers. All charges for the site are paid by the renter directly to the Museum;
2. Forty-five days before the event all caterers must file a certificate of general liability (\$1,000,000) and liquor liability (\$1,000,000) with the NSCDA-CT named as co-insured for the event. Without proof of insurance, the event will be cancelled.
3. The caterer must remove all trash/bottles, garbage from the premises immediately after the event, leaving the facilities, including the kitchen, in a clean and tidy condition. Discuss this in advance with your staff so each of you understands his/her responsibility.
4. The caterer will use the kitchen to heat and chill only. There will be no candles or open flames in the interior of the Barn.
5. The caterer and the renter must follow the instructions of the Rental Coordinator or the Site Supervisor on duty concerning parking, hours of access, noise level, removal of furniture, placement and removal of decorations, etc.
6. To have rental goods delivered or picked up, the caterer must contact the Rental Coordinator or the Museum office for scheduling. The Museum/Society takes no responsibility for items left before or after the event. The renter contracts for the day of the event only and may be asked to remove all goods, rental equipment, etc. from the premises immediately after the event.
7. The caterer and/or his agents must be present on the premises at all times during the scheduled event.
8. The caterer will require the bar staff to remove and dispose of bottle caps before serving bottled drinks. Swizzle sticks are not allowed on the Webb Barn property.
9. It is also the caterer and bar staff's responsibility to inform guests that cigarette smoking is limited to designated areas only and encourage them to use the bucket receptacles. If the museum staff has to clean up cigarette butts from the grounds following an event, a portion of the security deposit will be withheld.

10. Caterers may arrange for use of the Webb dumpster located on the South side of the property along the service road. The charge is \$100 per event or \$275 per season. Payment for such privilege must be received by the Rental Coordinator no later than 10 days before the scheduled event.

14. Caterers are allowed three hours for set-up on the day of the event.

15. The owner reserves the right to approve all caterers working at the site. We provide renters a preferred list of caterers that have been reliable and performed well in the past. Caterers who have not met our standards and who have not followed these regulations may not be approved and denied access to the facilities.

16. Caterers who have not worked at the Barn in the past and/or are unknown to the Rental Coordinator are required to provide in addition to the signed contract three references and a \$500 refundable security deposit forty-five days prior to the event.

Caterer's Signature: _____ Date: _____

Firm: _____

Telephone: _____ Event Date: _____

Received by (Owner's Representative): _____

SIGNATURE

DATE