

## Historic Winslow House Rental Contract Terms of Agreement

- 1) **FEE:** The rental fee is a flat \$1,000 for the venue. Rental is based on a five (5) hour time frame for event, an additional two (2) hours for set up and one (1) hour for breakdown and removal of all items is added to the five. An additional two hours may be added on to the event rental for \$200.

Any additional hours used for setup/clean up within the building will be charged at \$50.00/hour. All outside preparation or set up is not charged but delivery times must be indicated to the Winslow House 48 hours in advance of wedding.

This rental fee covers the use of the Tea Room, kitchen, bathrooms, front barn, patio, parking areas, and outside yard for a period not in excess of ten consecutive hours during the hours of 9:00 am until 12:00 am. A deposit of \$ 200.00 is required within 30 days of booking the agreed-upon event date, and the balance is due one week prior to use.

If a renter desires to have an event using the interior only with less than 50 people, a discounted fee may be arranged.

**2) CANCELLATION POLICY: Renter has up to 60 days prior to event to cancel without penalty. If event is cancelled less than 60 days prior, renter is responsible for 50% of property rental. If the rental is cancelled due to state regulated emergency mandates or conditions occurring due to these mandates this policy is waived.**

3) **CLEANING SERVICES:** In addition to the rental charge, an additional fee of \$75.00 may be added for the clean-up of the rental area if deemed necessary. This includes cleaning of the kitchen, bathrooms, Tea Room, outside area and any additional area that the renter may have utilized during use of the property. If additional charges above the \$ 75.00 fee are needed, the Winslow House Association reserves the right to assess said fees to the renter in order to make the facility compliant with all codes and standards set by the Town of Marshfield and the Commonwealth of Massachusetts.

4) **CAPACITY:** The maximum allowable number of persons using the indoor section of the premises is 75. If an event combines the indoor and outdoor facilities, the maximum allowable number of persons is 200. If an event capacity exceeds 200 the renter is obligated to contact the Marshfield police department and arrange for a detail patrol if required. Capacity may be altered due to state or local mandates outside the control of the Historic Winslow House Association.

5) **FOOD:** All food must be furnished and served by a licensed caterer employed by renter and approved by the Historic Winslow House Association. Use of 1920's catering kitchen for warming & chilling is allowed but full-scale cooking is not permitted. The renter may use the refrigerator prior to their event for storage of perishable items with permission. The caterer shall leave the kitchen in clean and tidy condition and all rubbish and recyclables shall be removed.

6) **TABLES & CHAIRS:** Upon renter's request, tables and chairs accommodating up to 40 persons will be set up by the Winslow House in the Tea Room. All tables and chairs that are moved must be returned to their original spot.

7) **ALCOHOL & BEVERAGE SERVICE:** Liquor may be served as long as the renter and/or the caterer hired by the renter have obtained a permit from the Marshfield Board of Selectmen and **provide satisfactory evidence of insurance including general liability and liquor liability when alcohol is to be served. The certificate of insurance must name the Historic Winslow House as an additional insured.**

8) **TENT:** Tents may be rented and utilized in the yard. They must be set up by certified and insured professional tent installers. Permits may be required by the Town of Marshfield.

9) **OTHER ACTIVITIES:**

- a) Smoking: Only permitted outside in designated area.
- b) Music: Arrangements for band, disc jockey service, or any other provision for music must be made directly by renter. Noise must be maintained at an acceptable level for neighborhood. All music must have ended by 10:45 pm.
- c) Dancing: Permitted in Tea Room and patio area. If portable dance floor is provided by renter also permitted in yard.
- d) Fireplace & candles: These cannot be used under any circumstances unless special permission has been granted the renter by the Historic Winslow House Association.
- e) Decorations: Any streamers, lights, or special ornamentation must be removed by the end of festivities. No holes may be put into walls. No permanent markings may be left. Rice, confetti, glitter, pyrotechnics, and sparklers are not permitted inside or outside the facility.
- f) Ceremony Rehearsals: The renter is welcome to use the venue for a ceremony rehearsal prior to the wedding. However, ceremony rehearsal times must be approved and must be scheduled so that the rehearsal does not interfere with any other events that may be occurring.
- g) 1699 Historic Winslow House: The Isaac Winslow House will be closed for public and private tours during the hours of the event rental. Tours may be offered to event guests with prior request from the renter at the discretion of the Historic Winslow House Association.
- h) Photography: The renter also has the right to take photographs and videos of the event Any commercial use of the likeness of our buildings and grounds is prohibited without the express written consent of The Historic Winslow House Association. Use of the interior of Isaac Winslow House or the interiors of other historic buildings on the property is prohibited without prior consent of the Historic Winslow House Association.
- i) Other: Croquet, volleyball and other lawn games are allowable in specified areas.

10) **CONDITIONS OF PREMISES:** Historic Winslow House Association shall be responsible for providing reasonably clean and neat facilities at the outset of the rental period and for the working conditions of the kitchen appliances and bathroom facilities. Renter shall be responsible for leaving the facilities in similar clean and neat condition at the conclusion of the rental, with all items returned to their proper places and all rubbish removed.

The Historic Winslow House Barn and Tea Room is a 100+ year old structure that has undergone extensive restoration, renovation and upgrading of facilities. The renter recognizes that, as such, the facility is accepted “as is” and “with all faults”.

Occasionally the Historic Winslow House Association will undergo preservation and maintenance activities as part of its mission which may alter the appearance of the exterior of the House, grounds, or other property.

11) **LIABILITY:** Historic Winslow House Association, its officers, staff, and volunteers shall have no liability to renter for matters neither beyond its reasonable control nor for consequential or incidental

damages. In the event of Historic Winslow House Association's inability to perform, its liability shall be limited to the return of all or part of the rental fee.

The rental party shall be liable for, and shall indemnify, and hold harmless Historic Winslow House Association from and against all aspects of the activities of the rental party and its guests, agents and employees of the premises during the rental. Such responsibility of rental party shall include, without limitation, the following:

- a) Damages to or loss of any property of Historic Winslow House Association or others.
- b) Personal injuries.
- c) The service of food and beverages, including compliance with applicable laws and regulations.
- d) The purchase, transportation, obtaining of licenses and consumption of alcoholic beverages, including compliance with applicable laws and regulations and appropriate monitoring of alcohol intake by users.
- e) The renter shall assume liability for any material damages to the property incurred directly or indirectly as a result of their use of the property.

*I have read and agree to the terms and stipulations set forth in the above rental agreement:*

**Renter:**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address/Contact Telephone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Presumed Hours for Rental: \_\_\_\_\_

Estimated Guest Count: \_\_\_\_\_

**Historic Winslow House Association, Inc. Representative:**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Renter Acknowledgement  
Initials \_\_\_\_\_

**Amendments to Agreement:**

**Appendix**

Projected Event Rental Hours	_____
Estimated Event Rental Fee	\$ _____
Projected Set Up/Dismantle Hours	_____
Estimated Set Up/Dismantle Fee	\$ _____
Membership :	\$ _____
Cleaning Fee:	\$ _____
Pathway to History Donation;	\$ _____
Other Fees:	\$ _____
Estimated Total Rental Fee:	\$ _____

SAMPLE

**Rental Checklist (HWA Use Only)**

Member Number: \_\_\_\_\_

Rental Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ Estimated End Time: \_\_\_\_\_

Rental Amount Installment Due: \$ \_\_\_\_\_ on \_\_\_\_\_

Rental Balance Due \$ \_\_\_\_\_ on \_\_\_\_\_

Evidence of Insurance Received: \_\_\_\_\_ Liquor Permit Received: \_\_\_\_\_

Tent Permit Received: \_\_\_\_\_

Correspondence: Confirmation: Balance: Final

Notes:

**Who is Primary Contact for Wedding Questions?**

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

**Third Party Vendors**

	Name/Contact	Verified
Caterer:	_____	
Music:	_____	
Additional Vendors/Deliveries:	_____	
	_____	
	_____	
	_____	
	_____	
	_____	
	_____	

*Please note if heavy trucks/equipment will be delivered/used in delivery.*

Renter Acknowledgement  
Initials \_\_\_\_\_

**(HWA Use only)  
Additional Questions**

**What are the required lighting/electrical needs?**

**What are the parking needs?**

**What are the Landscape Requirements?**

- Patio
- Herb Garden
- Flower Bed
- Lawn
- Back Lawn

Lawn Care Scheduled for: \_\_\_\_\_

Date Field Last Sprayed: \_\_\_\_\_

**Winslow House Property/Items utilized in rental**

Tea Room/Barn

Tea Room Tables  Number Required: \_\_\_\_\_

Kitchen Areas/Refrigerators

Tea Room Chairs  Number Required: \_\_\_\_\_

Garden/Field/Patio

**SAMPLE**

**Items to be Removed**

***By Special Arrangement to LIFE Members (Rentals of parties less than 30)***

Napkins  Number Required: \_\_\_\_\_

Coffee Urns  Number Required: \_\_\_\_\_

Glass Ware  Number Required: \_\_\_\_\_

Fireplace

Dishes  Number Required: \_\_\_\_\_

Access to Historic House

Silverware  Number Required: \_\_\_\_\_

Screen/Projector

Barn Tables  Number Required: \_\_\_\_\_

Tables Cloths  Number Required: \_\_\_\_\_

6 Ft Tables (4)  Number Required: \_\_\_\_\_

Renter Acknowledgement  
Initials \_\_\_\_\_