



## RENTAL AGREEMENT, FEES AND POLICIES

Two hour rental - full amount due at signing of Agreement      Plan A: Gallery space(s) for meeting      \$ 200

Seven hour rental - \$250 **non-refundable** deposit to hold space with signing of Agreement; plans each require an \$80 cleaning fee included in rental cost. **The balance of the monies agreed upon is due in full three weeks prior to the event.**  
Seven hour rental includes set-up and clean-up; additional time may be requested/booked at \$150/hour.

Plan B: Galleries plus casual (non-tented) use of grounds      \$ 1,200      \$ 1,200

Plan C: Galleries plus large tent to be placed to the right of building's exterior      \$1,500 including cleaning fee      \$ 1,500  
(The renter must locate and supply the tent.)

Deposit Date and amount      /      /      \$ \_\_\_\_\_  
Extra hour(s) - optional :      (\_\_\_\_ x \$150)      \$ \_\_\_\_\_  
Due date and amount for balance:      /      /      \$ \_\_\_\_\_

Payment information:      note that valid credit card information is required. (See "unplanned for....." below, pg. 2)

Check # \_\_\_\_\_ V or MC \_\_\_\_\_ Expiry \_\_\_\_/\_\_\_\_ Code \_\_\_\_\_

### POLICIES

- ABSOLUTELY NO SMOKING ANYWHERE ON THE PREMISES.
- A Museum staff representative is present at all events. This individual is the ONLY person authorized to re-arrange the movable walls in the Main Gallery.
- Private events are held only when museum is closed to public (4pm onward on weekends).
- Food/drink management: all events must be catered by professional caterers.
- Caterer's responsibilities: Museum to be **cleaned**, with all furniture as found and **trash removed** from premises at close of event.
- Caterer's paperwork: must be provided to the Museum **no later than 3 weeks prior** to the event:
  - Griffin's **Catering Instructions Form** – signed by principal
  - Copy of the Caterer's **certificate of liability insurance** information
  - Copy of the Winchester "One Day Liquor Permit" (submitted separately to Town Hall at least one week earlier)
- "Do not touch": Under **NO** circumstances are photographs to be removed or Museum property re-arranged.

- Building capacity: maximum is 100. This includes guests, immediate family members, caterers, bartenders, etc. For optimal comfort, a guest list would not exceed 85.
- Additional unplanned-for expenses: the Griffin reserves the right to charge the renter if the number of agreed-upon rental hours is exceeded or if any damages occur to the building, its contents or the grounds during the rental (including red wine spills/splashes). Therefore, the renter must provide valid credit card information to be used should one of these circumstances arise, with full acceptance of responsibility by the renter.

Itinerary and Contact Information for Rental:

Function Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of Function: \_\_\_\_\_ Renter's Home Phone# ( ) \_\_\_\_\_

Renter: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Estimated # of Guests: \_\_\_\_\_ CATERER: \_\_\_\_\_

Caterer Contact Person: \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Rental Equip: \_\_\_\_\_ Other Service: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Musician/DJ: \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Guests estimated arrival time: \_\_\_\_\_ Caterer's estimated departure time: \_\_\_\_\_

**The Renter agrees to comply with the policies of the Griffin Museum:**

Signature of Renter: \_\_\_\_\_ *Signature of Museum Rep:* \_\_\_\_\_

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

.....Museum Use Only.....

Forms: \_\_\_\_\_ Letter: \_\_\_\_\_ Notes: \_\_\_\_\_

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