

RENTAL AGREEMENT AND USE POLICY

The Farm at Prophetstown

The Farm staff looks forward to working with you to plan your event. The Farm requires that you comply with this Rental Agreement and Use Policy to protect you and your guests, Farm staff, properties and historic resources. Violation of this agreement may result in The Farm cancelling your event, charging additional fees, and other actions to recover damages and attorney fees. You agree to hold harmless and indemnify, including attorney fees, The Farm, its agents, employees, invitees, board of directors and volunteers.

Reservation Procedure

You must submit your request to The Farm by calling 765-567-4700 or by emailing events@prophetstown.org. Your event will not be confirmed until the renter's deposit and signed Rental Agreement and Use Policy have been received, approved and signed by an authorized representative of The Farm.

Details- Set up and Teardown

- Carry out all trash. Place in dumpster in back of lot.
- Set-up of event **MUST** occur on the same day as the event unless other arrangements have been made.
- All equipment and materials must be removed by the next day at 10:00 AM so The Farm can open.
- Decorations, additional lighting and any other equipment must be approved by the Event Coordinator at least 7 days prior to the event.
- Sound systems and music must be kept at low levels. We do have animals and neighbors.
- The Farm reserves the right to restrict event times, including allotted times for set up and tear down. The Event Coordinator must approve these times. Additional fees may apply.
- If the function runs over your rented time, you will be charged \$50 per half hour.

The Farm staff will direct your group in case of inclement weather threats

Farm conflicts may arise. Some Farm activities may require modification of plans to accommodate private events. The Farm will notify the Renter of any changes as far in advance as possible. The Farm is only liable to repay Renter's prepaid funds. We recommend tent rental for large events as we do not provide one.

This is a working farm. Please be aware that we do have animals and everything that comes along with them.

The Gibson Farmhouse is a replica of a 1920's Sears and Roebuck Farm House and was listed in their catalog. Our facilities and grounds have many historic, educational and programmatic uses and thus, some spaces will not be available for use.

Regular scheduled facility hours (10am-4pm, open daily); educational programs, tours and special rentals each support the primary mission of The Farm. Park closes at 11pm. You must be out by 11pm unless other arrangements have been made.

Unless otherwise specified, The Farm reserves the right to use photos taken on property for media and advertising.

RENTAL RATES

- \$500 event in the Gibson Farmhouse, 6 hours
- \$600 event in the Farm Barn, 6 hours
- \$300 refundable SECURITY DEPOSIT (to be returned within 10 days of event, to cover possible damages)
- 25% of the security deposit will be non-refundable if the event is cancelled.
- \$200 event in Corn Crib, Model A or Model T garages, 6 hours
- \$20 per hour for each staff member attending the event (minimum 1)
- \$200 event on grassy oval, 6 hours
- \$150 meeting space in basement, 6 hours
- \$2,000 rental of entire farm, 6 hours
- Additional \$100 per hour clean up fee if you do not clean up after your event. Please keep our facilities looking great for others to enjoy.
- Purdue Special Events, \$300 service fee for outdoor space. All other rules apply for cleanup and use of venue. Purdue will pay full price for barn rental, if event is held in the barn.

We are located in Prophetstown State Park. Our Mailing address is:

The Farm at Prophetstown

P.O. Box 331

Battle Ground, IN 47920-0331

All renters must pay the \$8 per car gate fee, or use a State Park pass. A \$2 per person bus or group event fee, is also an option. A tally will be taken and payment must be made after the event. This payment is required by the Indiana DNR.

Catering-

- All caterers and service providers must carry an appropriate Certificate of Insurance containing both Workmen's Compensation and Liability Insurance with the Museums at Prophetstown, Inc. listed as the certificate holder.
- Renters and Caterers are responsible for providing the necessary items to prepare and safely serve in compliance with the rules and regulations of Tippecanoe County Health Department.
- The kitchen includes limited use of refrigerator, stove, sink and clean up facilities. Our kitchen is not a facility for food preparation. It is to be used only to facilitate the staging and serving of foods that are prepared in a Tippecanoe County Board of Health Department approved kitchen. Client must inform the caterer of these conditions of this contract.
- Farm china is not available for rental.
- Tents and chairs must be rented from other vendors. We do have table space available for 100+. Tables are available for \$8 each.

Beverage Service-

- Alcoholic beverages may be served only with written approval by the Events Manager at the time of Rental Agreement and Use Policy signing.
- The Farm does not carry a liquor license. Accordingly, the Renter must provide an Indiana bartender at all times during the event.
- Renter must comply at all times with laws and regulations of the United States, the State of Indiana, the Indiana Department of Natural Resources, and local government. In compliance with rules and regulations, food must be served at all events where alcoholic beverages are served.
- The Farm requires that the Renter or Renter's bartender provide an appropriate proof of insurance with the Museums at Prophetstown, Inc. listed as the certificate holder for the event at least three weeks prior to the event
- The Farm charges a \$200 fee for ALL events selling alcohol. Additionally the client accepts all responsibility for his/her actions and all the actions of the client's guests and servers in regard to alcoholic consumption.

Termination of Event-

The Farm reserves the right to terminate any function at the sole discretion of the Director or Event Coordinator. The Tippecanoe County Sherriff's office may, in its sole discretion, or at the request of The Farm, require Renter to provide more than one uniformed officer. Renter, renter's agents and invitees, agree to indemnify and hold harmless The Farm against all liability, including attorney's fees. The terms and conditions of the entire Rental Agreement and Use Policy are incorporated herein by reference.

I hereby accept this entire Rental Agreement and Use Policy for the following dates, times and details:

Event:

Date:

Time:

Special Arrangements:

Renter_____

The Farm_____

Signature_____

Coordinator_____

Date_____

Date_____

Printed Name_____

Mailing Address_____

Email_____

Phone_____

Other_____

PLEASE RETURN SIGNED AGREEMENT WITH \$300 SECURITY DEPOSIT TO BOOK
YOUR EVENT