



Event Rental Policy & Agreement

Seward House Museum is delighted that you'd like to use the Seward House as a backdrop for your upcoming event. Our space can be used for a business function, birthday party, family reunion, retirement party, or holiday celebration. A beautiful setting on any day, we are happy to work with you to custom-design your perfect event. ***Please contact us for a tour to see your many options.***

Available Spaces:

Garden

The South Lawn of the garden is our largest open space and can accommodate up to 300 people for a cocktail reception or 200 seated. The Garden has several other more intimate spaces that can accommodate anywhere from 5 to 100 guests.

REGULAR HOURS RENTAL FEE:

Base fee up to 25 guests: \$50/hour
Additional fee over 25 guests: \$25/hour

EXTENDED HOURS RENTAL FEE:

Base fee up to 25 guests: \$150/hour
Additional fee over 25 guests: \$100/hour

Museum

The interior of the Museum is available for receptions of up to 100 people. Food is not allowed within the historic home, but can be set up in the Museum Shop. The Front Hall can be used for presentations for up to 25 people. The Museum is only available for rental beyond the Museum's regular hours.

EXTENDED HOURS RENTAL FEE:

Base fee up to 25 guests: \$200/hour
Additional fee over 25 guests: \$100/hour

- Remember to include set-up and clean-up time when calculating your rental fee.
- The deposit necessary to reserve a date is 50% of the total cost and is due at the time that the Rental Agreement is signed. The balance is due two weeks before the event.
- There is an additional Security Deposit of \$100 and a Cleaning Fee of \$75 due with the deposit. After the event, if there has been no damage and all policies are followed, the \$100 Deposit will be returned.
- **Site rental is available ONLY to Seward House Museum members. Annual membership fee is \$50 for an individual. If you are not a member, there is a non-member fee of \$75, so we hope you'll become a member and help support our mission to inspire curiosity and foster learning!**

Reserving a Date:

The reservation process will not be complete until a Rental Agreement has been signed and the deposit received. After the agreement is written, the prospective renter will have two weeks to sign the agreement and return it with the deposit. After two weeks the date that the renter is asking for cannot be guaranteed to be available.

Initials: _____

Confirmation:

At the time that the balance is due, the renter must also provide final confirmation on details of the event such as who is catering, when deliveries will be made, and when those items will be removed. Set-up and clean-up times will also be confirmed at this time. It is the responsibility of the renter to contact Seward House staff to confirm these details.

Cancellations and Refunds:

Cancellations must be made verbally over the phone and also in writing through a letter signed by the agreement signer. A full refund will be given if there is 60 days or more notice of cancellation. A refund of half of the deposit will be given for between 30-60 days of notice. If less than 30 days notice is given there will be no refund.

Facility Information:

- The primary mission of the Seward House is as a Museum open to the public. Private functions cannot interfere with this mission.
- For garden events, the Museum has only one unisex bathroom that would be available for the use of event guests during the Museum's open hours. The renter would be responsible for renting portable restrooms and coordinating delivery and pickup if they are necessary.
- Renters should notify their contracted caterers that the Museum does not have a kitchen space available for their use. The caterer will have to bring the necessary equipment to cook the food or transport it to the site.
- The renter is responsible for renting tables, chairs, tents, etc. Coordination of the delivery of these items is also the responsibility of the renter with the staff of Seward House Museum having final approval of time and placement of all deliveries.
- The staff of Seward House Museum will not be responsible for the payment or acceptance of any deliveries. Nor will Seward House Museum be responsible for any rented items left on the premises over night.

Setup and Deliveries:

All setup and deliveries must be coordinated with the staff of Seward House Museum to prevent conflicts with other scheduled events.

Vendor Liability Insurance:

All vendors must provide Seward House Museum with a Certificate of Liability Insurance from their insurance company no less than two weeks prior to the event date.

Cleanup:

The renter is fully responsible for making sure that any vendor providing services for their event cleans up completely leaving the Museum and grounds in the same condition it was found, including trash removal. Cleanup must be completed to the satisfaction of Museum staff before the Security Deposit is returned.

Curfew:

All guests and vendors must be off Museum property no later than 11pm.

Damages:

Renters are liable for all damages to the premises, furnishings, equipment, and grounds.

Other:

No candles, glitter, confetti, sparklers, or birdseed allowed. Flower petals and bubbles are allowed in the garden.

Initials: _____

Application of Event Usage

SHM Member: _____
 Name of Applicant: _____
 Name of Group: _____
 Address: _____
(will be used for deposit return)
 Telephone: () _____ Email: _____
 Type of Event: _____ # Attending: _____
 Event Date: _____ Event Time: From _____ to _____
 Arrival Time: _____ Departure Time: _____
(for set-up) (after clean-up)

Base Rental fee (\$ _____ x _____ hours): \$ _____
 Additional fee for over 25 guests (\$ _____ x _____ hours): \$ _____
 Non-member fee of \$75: \$ _____
 Museum tour fee of \$10 for _____ people: \$ _____
 Outside regular Museum hours fee of \$250: \$ _____
TOTAL: \$ _____
 Security Deposit & Cleaning Fee: \$175
 Deposit due with contract (50% of total + Security Deposit & Cleaning Fee): \$ _____
 Remainder due two weeks before the event / / : \$ _____

The Seward House Museum reserves the right to change these policies at any time with or without notice.

Please initial pages one and two, sign below, and return the entire contract to the
 Seward House Museum at least one month prior to your event.

Rental party:

Authorized Signature _____
Date

Print Name

Seward House Museum:

Authorized Signature _____
Date

Print Name

For Seward House Museum Use

Prior to event:
 Deposit received on: _____ Payment method: _____ Amount: \$ _____
 Balance received on: _____ Payment method: _____ Amount: \$ _____
After event:
 Security deposit mailed on: _____ Security deposit cashed on: _____