



## Wedding Rental Policy & Agreement

Seward House Museum is delighted to invite you to celebrate your special day in our elegant gardens, with the Seward House as your backdrop. Built in 1816 with only 10 rooms originally, Seward House is an Italianate mansion with over 30 rooms today. A beautiful setting on any day, the grounds of Seward House Museum could be the location of the wedding of your dreams.

### Rental Fees:

Wedding Ceremony - \$750.00

Wedding Reception - \$1,500.00

Wedding Ceremony and Reception- \$2,000.00

- A rehearsal of the ceremony is included in the pricing.
- 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.

### 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.

### Photography:

Photography is permitted outside during any part of the event. For an additional fee of \$200, the renter may arrange to have photographs taken inside the Museum. This must be arranged no less than two weeks prior to the event and will be supervised by a staff member. Museum staff reserves the right to rescind permission to use the interior of the Museum at any time.

Initials: \_\_\_\_\_

**Facility Information:**

- All weddings held at the Seward House Museum must take place outside. Guided tours of the Museum can be arranged for an additional fee of \$10/person.
- The primary mission of the Seward House Museum is as a Museum open to the public. Private functions on the Museum grounds cannot interfere with this mission.
- 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 necessary.
- Should the interior of the Museum need to be available for any reason beyond the Museum's regular hours, an additional fee of \$250 will be charged.
- 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 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 confetti, sparklers, or birdseed allowed. Flower petals and bubbles are allowed.

*Initials:* \_\_\_\_\_

## Application of Wedding Usage Seward House Museum

SHM Member: \_\_\_\_\_

Name of Bride: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Address: \_\_\_\_\_  
(will be used for deposit return)

Telephone: (     ) \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Approx. # Attending: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_

Ceremony Only                       Reception Only                       Ceremony and Reception

Rental fee: \$ \_\_\_\_\_

Non-member fee of \$75: \$ \_\_\_\_\_

Inside Museum photography for \$200: \$ \_\_\_\_\_

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 contact 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: \_\_\_\_\_