

WOMAN'S LITERARY UNION ("WLU") RENTAL AGREEMENT AND RULES

This agreement is to rent the Horatio G. Foss historic mansion ("the Foss Mansion") for an event during the period specified on the Application for Use of the Foss Mansion (below). The Foss Mansion is on the National Register of Historic Places and has irreplaceable interiors, the preservation of which is a primary objective of WLU. Renters will ensure that activities on the premises will be conducted with utmost regard for this purpose and will abide by the rules herein.

Usage Policy. In keeping with the Constitution of WLU, the Foss Mansion is available to the community for use as a facility at which to hold events such as weddings, parties and recitals. The rental of the facilities to such ends furthers not only the purpose of preserving the historical Foss mansion but also of sharing its rich history with the community. Such events are a primary means of funding the significant expense of maintaining the mansion and its premises. The facilities shall be available per this Rental Policy and Agreement to any group on a first-come, first-serve basis at fees published at the time of signing of the agreement. Since the Foss Mansion is an historic house, it should be understood that immediate repair issues that are beyond our control may interrupt planned rentals.

Facilities and Capacity. Attendance at events at the Foss Mansion may not exceed 80 people for indoor, seated meals with tables. Buffets and cocktail type parties accommodating more guests may be approved on a case by case basis. Only the first floor of the Foss Mansion is available for rental as well as upstairs bathroom facilities, with the exception of weddings in which one upstairs room will be available for the wedding party for last minute preparations and the receiving room stairway may be used for the processional. The kitchen has a sink, stove, refrigerator, microwave and preparation area for food and outlets for coffee pots and small electrical appliances. Included in the rental fee are folding tables and chairs. House china, silver and linens may be used for an extra charge. At least one WLU member will be on the premises during the entire event, and more at the discretion of WLU.

The house may not be used for outside fund-raising, including the sale of items, or for religious or political purposes, nor may the user charge an admission fee for the event.

Reserving a Date and Fees. It is recommended that WLU be contacted at least 60 days prior to the event by telephone at 344-9645 or e-mail at womansliteraryunion@gmail.com and reservations must be made no later than 30 days prior to the event, at which time a non-refundable deposit of one-half of the rental fee is due. The remaining balance plus a refundable security deposit of \$250 is due seven days prior to the event. Renters are advised to inspect the facilities for suitability prior to submitting an application.

The fee for events with up to 50 guests is **\$200 per hour, except during December when the rate is \$250 per hour, and \$100 per hour for members in good standing as defined in WLU policies and procedures.** The rental committee shall have discretion to discount the hourly fee for non-profit organizations, but to no less than \$100 per hour. **Time in the building required for set up before events and break down and clean up after events will be charged at \$50 per hour,** however, this fee will be waived for members in good standing.

Event Catering. Any caterers used must be fully insured and licensed and WLU must be carried on the caterer's insurance as an insured party for the event. If alcoholic beverages are to be served, the caterer must be licensed to do so. The caterer is required to visit the Foss Mansion prior to the event to familiarize themselves with the facilities and provide proof of insurance and necessary licenses.

Event Insurance. Renter must supply evidence of insurance from a recognized insurance company covering the entire event. Rentals for business use require a rider adding WLU.

House Rules.

- * No candles or any other hazardous materials are allowed on the premises.
- * Rice, bird seed and bubbles are not allowed on the Foss property.
- * Free standing decorations are allowed, but use of nails, screws, staples, tape or anything that might cause damage to the premises are prohibited and any damage caused will result in forfeiture of all or part of the security deposit
- * All musical and other performance groups shall be approved by WLU, including size and placement, no later than 30 days prior to the event. Musical entertainment requiring small electronic devices is allowed, however, the Foss Mansion is not equipped to accommodate commercial-grade entertainment systems. All entertainment must conform to local laws and ordinances.
- * Food, drink, and equipment may be brought to the site up to two hours before the scheduled event and NO SOONER, unless previously arranged with WLU. All items associated with the event must be removed from the premises immediately following the event and the premises must be broom clean and all trash removed. WLU reserves the right to dispose of any items left on the premises beyond this time.
- * Smoking is not permitted anywhere on the premises, including the grounds.
- * There is limited on-site parking of three to four spaces which should at no time block emergency access. Street parking is allowed on Elm Street and nearby side streets. There is no handicap access to the building.
- * The undersigned shall have ultimate authority and responsibility for the event, however, WLU and its on-site representative shall have the authority to ensure that the facilities are protected including the right to remove individuals who do not adhere to the rules herein or closing an event if it poses imminent risk of damage to the Foss Mansion. It shall be the responsibility of the undersigned to provide notice to caterers, and all other vendors, of the rules established herein.
- * Any adjustments to placement of furniture, piano, drapery, window shades or light switches shall be made by or under the supervision of WLU staff. Entrances to halls or stair may not be blocked.
- * All damage to artifacts and property will result in additional charges to the renter at restoration or replacement cost which may exceed the security deposit. WLU has final say regarding whether repairs will be necessary and the manner in which they will be made.
- * WLU is not responsible for loss of articles of personal property of guests.

APPLICATION FOR USE OF THE FOSS MANSION

Applicant and responsible person: _____

Address: _____

Email address: _____

Organization (if applicable): _____

Date of event: _____ Start time _____ End time _____

Purpose of Event _____

Number of persons expected: _____

Caterer? Yes _____ No _____ Name of caterer (if applicable): _____

Liquor served? Yes _____ No _____ Name of licensed bartender): _____

Brief description of proposed use, including seating arrangements needed and plans with regard to food and beverages:

I, the undersigned, have read, acknowledged and do hereby agree to abide by the WLU Rental Rules and Regulations for the above-described event at the Foss Mansion.

Applicant Name (please print): _____ Date: _____

Applicant Signature: _____

WLU Representative: _____ Date: _____

WLU Rep Signature: _____