

# Van Horn Mansion

## Private Rental Contract

### Event Coordinators:

Jill Heck [jill@newfanehistoricalsociety.com](mailto:jill@newfanehistoricalsociety.com) | (716) 390-9679  
Vicki Banks [vicki@newfanehistoricalsociety.com](mailto:vicki@newfanehistoricalsociety.com) | 716-417-6791

### Rental Options

	Small Event (max. 80 people)	Large Event (81-300 people max.)
Private/ Personal Event	\$325.00	\$725.00
Non-Profit Event	\$150.00	\$350.00

**6 hours per session; \$50 each additional hour**

### Estate Details

- Areas available for private rentals: first floor rooms including the kitchen and bathrooms, plus the covered veranda and outside grounds.
- Our Event Coordinators will be happy to arrange a visit of the estate and facilities prior to signing this contract. Please speak to them if you have any questions or inquiries.
- **The Van Horn Estate is a smoke-free environment.** It is your responsibility to ensure that there is no smoking on the premises.
- There is no Wi-Fi or internet available at the Van Horn Estate. Guests are welcome to bring their own.
- Private rentals do not include tours of the mansion unless previously planned and scheduled as part of your contract. Tours require more trustees to be available, and as such must be requested and cannot be guaranteed.
- Your Designated Trustee (DT)
  - Private rentals are required to have trustee(s) in attendance. They will answer questions and assist as needed.
  - The DT assigned to your event day is in charge of the estate, and responsible for following through on all parts of your signed contract.
  - All mansion trustees are volunteers, so please be kind and considerate!
- Please review with your DT the relocation or adjustments of any furniture or displays.
- Your private rental includes a one (1) year membership to the Newfane Historical Society.

### Policies

As the renter, you are responsible for the behavior of all event attendees. You are also required to follow all policies in this contract, including paying all owed fees on time and for damage discovered afterwards. Failure to comply with any part of this contract will result in proper action, including legal, by the Town of Newfane Historical Society, Inc.

1. The time selected for your private rental must include all set-up and clean-up. There is no discount for using less than 6 hours.
2. If you require longer than 6 hours, please note on your contract; the rate is \$50 per hour. Additional time is based on availability of the Van Horn Mansion, and thus cannot be guaranteed until it is finalized with your contract.
3. Alcohol is permitted with restrictions, and it must be pre-approved and noted in your contract (*see page 4*).
4. Illegal drugs are strictly prohibited from the Van Horn Mansion property at all times without exception.



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## Policies Cont.

5. Cancellation by You: If notification is given in writing at least 60 days prior to the date of scheduled rental, both parties will be relieved of any further obligations under this agreement. Your 50% is non-refundable, no matter the cancellation reason. If you cancel less than 30 days prior to the date of scheduled rental, we require full payment as replacement of revenue by another rental is impossible at this time. We will endeavor to help reschedule your event, if you wish, to another available date.
6. Cancellation by Us: Should we cancel, or be unable to perform this agreement, your payment will be returned and both parties will be relieved of any further obligation under this agreement. If the Van Horn Mansion is destroyed or becomes unsuitable for leasing by an unavoidable cause or through no fault of ours, it is agreed that neither of the parties shall be held responsible for damages for reason of postponement or cancellation of this agreement.
7. We shall not be liable to you or any other person on the premises, invited or otherwise, for any injury to persons or damage to property. You agree to reimburse and hold us harmless from payment due to loss caused by your use of the facilities.
8. All rentals are subject to approval by the Van Horn Mansion Committee.

## Set-Up

- You are responsible for all set-up for your event.
- Use of our tables and chairs is included.
- No decorations may be taped or attached to the walls.
- If you provide a tent outdoors it must be clear of the accessible ramp on the back of the porch.
- All deliveries connected to rentals, including flowers, must be scheduled with our Event Coordinators to ensure someone will be on-site. The Town of Newfane Historical Society is not responsible for any items delivered in advance of a function.

## Clean-Up

- You are responsible for returning the mansion and entire property back to the state you found it in. All furniture must be returned to their proper locations, rooms swept, decorations and personal items removed, kitchen cleaned, garbage and recycling taken outside and placed in our bins, etc.
- If caterers or third-party event services are used, you are responsible for all clean up involved with their efforts.
- Any cleaning made necessary by your use will be billed to you directly at the rate of \$50.00 per hour. You will also be billed the appropriate amount to cover any damages or lost items/ equipment. Please check with your DT at the end of your rental; they will assist with a walk-through to ensure all requirements for clean-up have been met before your departure.
- The Town of Newfane Historical Society is not responsible for any items left behind after a function.

## Weddings

- Bride and groom changing/ staging areas are available on the second floor. This space is off-limits for private rentals, and as such it is only available to the wedding party.
- If rehearsal, set-up, or clean-up requires additional time, and/or a separate day beyond the planned rental, it must be included in this contract. Additional time is based on availability of the Van Horn Mansion, and thus cannot be guaranteed.
- We encourage all wedding rentals to meet with our Event Coordinator ahead of time, to review all aspects of the ceremony and/or reception. This will help ensure a smooth and wonderfully planned event!

## For Full Estate rentals *with over 100 guests*

- You are required to supply additional outdoor bathroom facilities at your cost; it must be enough to service your entire party. You must show proof of rental to us at least 1 week prior to your event. Failure to show paperwork or supply facilities will result in you cancelling your own event, and you must adhere to our 'Cancellation by You' Policy.
- A Certificate of Liability Insurance must be presented at the time of signing this contract. It must show a limit of not less than \$1,000,000, and name the Town of Newfane Historical Society as Additional Insured.



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# Private Rental Contract for the Van Horn Mansion

-- MAKE A COPY FOR YOUR RECORDS --

Date(s) of Event \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Daily hours available: 7am – 11pm; must include the time for set-up and clean up.

Type of Event Planned \_\_\_\_\_

Renter's Name/ Business \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

	Cost	Select	Quantity	Total
Small Event - 6 hours	\$325			\$
Large Event - 6 hours	\$725			\$
Non-Profit Event - 6 hours	\$150 or \$350			\$
Additional Hours	\$50 each			\$
			<b>Total</b>	\$

Notes/ Further Info.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Agreement

By signing this, I maintain that I fully comprehend and understand the policies and details provided by the Town of Newfane Historical Society for and on this contract. I understand that the Town of Newfane Historical Society is not responsible for lost contracts or payments, or for any lost or stolen property during your visit. I also agree to pay for any additional costs following my event, as laid out in this signed contract.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee Signature (for approval)

\_\_\_\_\_  
Date

## Payment & Reservation Confirmation

Return this signed contract with your non-refundable deposit (50% of total). Upon receipt, we will review and sign the contract if approved, and reserve your chosen date/s. The remaining balance is no later than your arrival on your selected day. If the contract is signed within 30 days of your event, the total fee is required upfront. All fees are subject to change.

*This area is to be completed by Event Coordinator or Van Horn Mansion Trustee*

Deposit (50% of total) \_\_\_\_\_ Date Paid \_\_\_\_\_ Accepted by \_\_\_\_\_

Balance Due \_\_\_\_\_ Date Due \_\_\_\_\_ Date Paid \_\_\_\_\_ Accepted by \_\_\_\_\_

Make checks payable to: 'Town of Newfane Historical Society', or contact us to arrange credit card payment.

**See reverse side for Alcohol Addendum**

# Alcohol Addendum

If you plan to serve alcoholic beverages, please complete this portion of the contract.

- Standard requests will be approved by our Event Coordinator when your contract is accepted.
- Any unusual or complicated requests will require approval from the Van Horn Mansion Committee. Our Event Coordinator will contact you regarding approval or denial, along with any questions or concerns the committee has prior to a decision being made.

## Policies

- Any alcohol not approved ahead of time will not be allowed on the premises.
- Our facility only allows wine, beer and champagne to be served.
- No hard liquor is permitted.
- If you are hosting a public event and/or plan to sell alcoholic beverages, you must provide a copy of your caterer's liquor license and appropriate insurance coverage no less than 14 days prior to your event. Failure to show the required paperwork by this time will result in your inability to serve or sell alcohol.

How many people are you expecting at your event? \_\_\_\_\_

What is the approximate age range of the attendees of your function? \_\_\_\_\_

Is a professional caterer being employed to serve the alcohol? If yes, who? \_\_\_\_\_

Please describe in detail your plans for serving alcohol:

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By signing this portion of the contract, I agree to comply with all NY laws and regulations, along with the Town of Newfane Historical Society's policies on the service and consumption of alcoholic beverages. I expressly agree to assume all liability and indemnify the Town of Newfane Historical Society, its trustees, volunteers, and affiliates from any claim for damages arising from my renting their property, my guests or agents serving or consuming alcoholic beverages during or relating to my event rental. I take full responsibility for the actions and attitudes of all guests, and understand I am responsible for any incidents or issues occurring on the property or connected in any way to my event. I further I agree to comply with any alterations or changes to this addendum as per my designated trustee on site, to ensure the safety of everyone on-site, and the estate itself.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee Signature [to give approval of this addendum]

\_\_\_\_\_  
Date

The Town of Newfane Historical Society reserves the right to analyze and approve the use of alcohol on a case by case basis.



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