



Type of Rental \_\_\_\_\_ Rental Date \_\_\_\_\_

Facility to be rented:

Library ____	Start Time _____	Ending Time _____
Auditorium ____	Start Time _____	Ending Time _____
Pavilion ____	Start Time _____	Ending Time _____
Lodge ____	Start Time _____	Ending Time _____

Estimated Number of Guests \_\_\_\_\_ Percentage of Minors \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Person in charge of walk through at the beginning and end of event name: \_\_\_\_\_

How did you find out about our rentals? \_\_\_\_\_

**FACILITY RENTAL FEES:**

**During our open hours- Tuesday through Saturday between 10-4:**

- Library: \$90 for up to 3 hours (\$20 p/hour for additional hours)
- Pavilion: \$50 for up to 3 hours (\$15 p/hour for additional hours)
- Auditorium: \$180 for up to 3 hours (\$50 p/hour for additional hours)
- Whole lodge: \$250 for up to 3 hours (\$50 p/hour for additional hours)
- Lodge one wing: \$125 for up to 3 hours (\$25 p/hour for additional hours)

**During closed hours- Sunday, Monday, or any day between 4pm-7pm:**

- Auditorium: \$400 for up to 3 hours (\$75 p/hour for additional hours)
- Whole lodge: \$400 for up to 3 hours (\$75 p/hour for additional hours)
- Lodge one wing: \$250 for up to 3 hours (\$37.50 p/hour for additional hours)

**THE LODGE IS UNAVAILABLE FOR RENTALS FROM JUNE 18<sup>TH</sup> THROUGH AUGUST 25<sup>TH</sup>**

\* **You must be an active member in order to rent our facility unless you are a non-profit.** A discount of 10% off the total rental fee is available to active museum members who have been members for two or more years, and for Non-Profit Organizations. Discount must be requested at time of application.

**DEPOSIT FEE for regular open hours:**

- Auditorium and Whole Lodge: \$250
- Lodge – one wing - \$125



**PAYMENTS:**

- First payment: 50% of facility rental fee is due at time of application.
- Second payment: Balance of facility rental fee, optional items/services rental fee, and cleaning/damage deposit fee due 30 business days prior to rental date.
- If application is dated less than 30 business days prior to rental date, first and second payment are due in full at application time.

**Rental Fees:**

Rental Fee \_\_\_\_\_  
 Deposit Fee \_\_\_\_\_  
 Membership Fee \_\_\_\_\_  
 Extras \_\_\_\_\_  
 Total Fees Due \_\_\_\_\_

<b>PAYMENTS RECEIVED:</b>	<b>Due Date</b>	<b>Amount</b>	<b>Date Received</b>	<b>Payment Type</b>	<b>Processed By:</b>
First Payment					
Second Payment					

<b>REFUNDS ISSUED:</b>	<b>Date Refunded</b>	<b>Amount Refunded</b>	<b>Processed By:</b>
Cancellation within 30 business days of application			
Cancellation prior to event			
Cleaning/damage deposit refund (after event)			
Notes:			

**RENTAL DETAILS:**

- Will there be decorations (preparation time?) [ ] Yes [ ] No
- Will alcoholic beverages be served? [ ] Yes [ ] No
- Will admission tickets be sold? [ ] Yes [ ] No
- Will food or beverages be sold? [ ] Yes [ ] No
- Will you hire security services? [ ] Yes [ ] No

A yes answer to any of the above questions will require further information in detail. If admission tickets are sold, any food or beverages sold are subject to sales tax, even if you are a non-profit organization.



## RENTAL RULES

- Evening rentals must conclude by 6pm so renter has time to clean and be ready to leave by 7pm.
- No dogs or other household pets are allowed on Tanglewood property or in the buildings.
- Absolutely no smoking or vaping allowed on Tanglewood property.
- Noise level- be considerate of our animals and neighbors.
- Consumption of alcoholic beverages should be done in moderation and responsibly.

## TERMS AND CONDITIONS OF TANGLEWOOD NATURE CENTER RENTAL AGREEMENT

### RENTER RESPONSIBILITIES:

1. Renter is responsible for all damage or injuries to any person(s) or property resulting from the use of the museum facilities. A general liability endorsement naming the Tanglewood Nature Center and Museum as additional insured in the amount of \$1,000,000 is required. Information regarding availability of insurance can be obtained from the museum.

**Due 30 days from event on \_\_\_\_\_**

2. Renter is responsible for the facility and is expected to prevent event abuse and to enforce facility rules and regulations. The Museum Representative may close down an activity that poses a threat to the safety or the participants or the facility. If necessary the Museum Representative will stop the serving of alcoholic beverages and/or clear the facility and end the event.
3. Renter is responsible to ensure that the time you request includes all the time you will need to set up tables and chairs, put up and take down decorations, arrival and set up for your catering service, entertainment and clean up.
4. Renter is responsible for designating a person to meet with the Museum Representative for a walk through inspection prior to the commencement of rental and at the conclusion of rental.

**Renter initials \_\_\_\_\_**

### CANCELLATIONS:

- All cancellations should be submitted in writing to the museum.
- If cancellation is received or post marked within 30 business days after application date, you will be refunded your first payment in full.
- If cancellation is received or post marked after 30 business days from application date, first payment will not be refunded.
- If cancellation is received or post marked after second payment, refund is limited to optional items, services, rental fees, and cleaning/damage deposit.



### **DEPOSIT REFUND:**

The cleaning/damage deposit will be refunded within 2-4 weeks following your facility use. If scheduled hours of use exceed the designated time for any reason, this will result in an hourly rate deduction or forfeit of your deposit. Any cost for extra cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping, will result in a deduction or forfeit of your deposit. You will be billed for damages not covered by your deposit. **Money will be deducted from your deposit if you or your guests were smoking/vaping, household pets were on the property or in the building and if you are not cleaned up and ready to leave by your contract end time. This policy is strictly enforced.**

*Renter initials* \_\_\_\_\_

### **ALCOHOLIC BEVERAGES:**

If alcoholic beverages are to be sold at the event, you must obtain a permit letter from the museum and a license from the Department of Alcoholic Beverage Control. Licenses are issued 30 days in advance. You must present the license five business days in advance of your event.

*Renter initials* \_\_\_\_\_

### **HOLD HARMLESS:**

The renter hereby agrees to save, secure, and hold harmless the Tanglewood Nature Center, its officers and employees against claims of action, liability, judgments, costs and expenses, including attorney fees. The undersigned certifies that he/she accepts responsibility on behalf of the participants for any damage or theft sustained by the Museum because of the occupancy of said premises.

*Renter initials* \_\_\_\_\_

### **DECORATIONS:**

- Use of glue, nails, tacks or staples is strictly forbidden. You may not hang anything on the cloth panels in the auditorium. No tape of any kind may be used on the walls or floors.
- Absolutely no taper candles – you may use floating or votive candles only.
- No balloons.
- Use of any type of glitter, confetti or rice is strictly prohibited on the premises.

*Renter initials* \_\_\_\_\_



**OTHER SPECIFICS:**

- The trails are open to the public dawn to dusk, year round – visitors may use the trails and grounds during the time of your rental. During normal operating hours, visitors may visit the exhibits during the time of your rental, though the room you rented will be closed.
- Tables and chairs may not be removed from any building unless approved in writing by the Museum.
- Tickets may not be sold as an admission charge unless approved in writing by the Museum.
- Smoking is not permitted anywhere within the Museum complex. The renter is responsible for ensuring that all guests know that Tanglewood is a smoke free environment.
- Alcoholic beverages cannot be served or sold at events or rentals that are primarily designed for minors under the age of 21 years.
- Gambling in any form will not be permitted unless the applicant has received prior approval from the Museum and the Chemung County Sheriff's Department.
- The kitchen is available for catering and services only, not for cooking.
- Facility rental cannot be transferred, assigned or sublet.
- Parking availability is not guaranteed and on any occasion may be limited.
- Young children attending events must be under the direct supervision/control of an adult 18 years of age or older at all times and in all areas.
- A contract may be terminated or voided by the Museum if the information provided on the application is inaccurate and/or incorrect.
- After the event, the renter is responsible for:
  1. The removal of all decorations and all other items brought on the premises.
  2. The removal of trash from the buildings, grounds and parking area and the placement of all trash and recyclable items in the appropriate dumpsters.
  3. The complete cleaning of the building, the grounds and the parking lot as detailed in the set up & cleaning guide lines.

*Renter initials* \_\_\_\_\_

I have read and agree with the terms and conditions of the entire contract.

**The Museum reserves the right to change, adjust, or delete any rules or regulations in this contract. The Museum reserves the right to close down any event which poses a threat to the safety of participants or the facility or violates any of the conditions as stated in the contract.**

**Signature of Renter** \_\_\_\_\_ **Date** \_\_\_\_\_

**Museum Representative** \_\_\_\_\_ **Date** \_\_\_\_\_



**TANGLEWOOD NATURE CENTER INFORMATION AND RENTAL OPTIONS:**

- Auditorium seats up to 60 people banquet style, and up to 80 people lecture style
- Library accommodates up to 15 people
- Pavilion accommodates up to 40 people
- Whole Lodge accommodates up to 70 people
- Lodge One Wing accommodates up to 30 people

When planning the number of invitees, please keep in mind that you lose space with food and gift tables, etc.

**AVAILABLE EQUIPMENT:**

Included in your rental fee:

- Catering kitchen (serves as an area to warm up or keep already cooked food warm)
- Trash cans and bags
- Brooms, dustpans, mops, buckets

**Tanglewood does not have a tent.** If you wish to have a tent set up, we recommend: Hillside Rentals at 607-273-8368

**Available tables and chairs for auditorium:**

- 4 4 ft. diameter round tables - Seats 6
- 1 5 ft. diameter round table – Seats 8
- 12 6 ft. Black banquet tables - Seats 6-8
- 2 4 ft. long rectangular tables – Seats 4-6
- 96 Black folding chairs

**Available tables and chairs for lodge:**

- 16 6 ft. banquet tables – Seats 6-8
- 96 White folding chairs

**OTHER WAYS WE CAN MAKE YOUR RENTAL PERFECT FOR YOUR EVENT:**

Tell us what you would like. We may or may not be able to accommodate you. If we can't help we'll try to direct you to someone who can.

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**TANGLEWOOD NATURE CENTER AND MUSEUM SET UP AND CLEAN UP GUIDELINES:**

**BEFORE THE EVENT**

- To set up chairs, please use the chair truck. Chair truck only carries up to 10 chairs at a time (auditorium).

<b>AFTER THE EVENT, TO BE DONE BY RENTER</b>	<b>Please check as completed.</b>
Removal of all decorations and all other items brought in	
Pick up all the trash (double bag if necessary) and re-bag trashcans and recycling receptacles with new bags. Trash is to be put in the appropriate dumpsters (by the garage) on your way out.	
Clean all tables and chairs	
Clean kitchen (if used) including stove, refrigerator and counter tops	
Clean front entrance, parking lot, and grounds from any debris left from your guests	
Sweep and/or mop any mess from your rental	
<b>TO BE DONE BY MUSEUM REPRESENTATIVE</b>	
Turn off heating or air conditioning and turn off all lights	
Sweep floors (mop if necessary)	
Lock doors and double check to make sure they are locked	
Alarm the building	
Time renter left- _____am/pm	

**Note: The Museum representative will be available to answer questions and guide you as necessary. Service of the museum representative does not include waiting tables, cleaning, or moving tables and chairs.**

**Signature of renter** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of museum representative** \_\_\_\_\_ **Date** \_\_\_\_\_