

# *The Honeywell House*



## **TENTS AND OTHER RENTALS**

Renter assumes responsibility for rental, set-up, and break down of all tents and decorations. Tents may be placed only in designated areas. The grounds of the Honeywell House will be made available for the purpose of decorating at 9:00 a.m. on the day of the event. Tents may not be put up more than 36 hours before an event and must be removed no more than 36 hours after the event.

A representative of your event must be available to sign for deliveries of all rentals. Our staff is not available to move items not owned by the Honeywell House. If special circumstances arise and our staff is needed to assist in moving property, both the event contact and vendor must sign a waiver of liability and a labor fee of \$60 an hour will be charged.

After the event, all rentals such as tables, chairs, etc., must be arranged neatly under the tent awaiting pickup. No equipment or decorations may be left on the grounds around the house. The Honeywell House is not responsible for any rental property before, during or after any event.

## **DECORATIONS**

Decorations are not provided by the Honeywell House. Decorations are the responsibility of the renter and are limited to those items that will not damage or deface the grounds or facilities in any way.

All decorations must be freestanding of the historic house. No nails, tape, tacks, or other forms of fasteners may be used on the house, trees, garden fences, furniture, etc.

All candles must be contained in a globe. No open flames are allowed under any circumstances.

No rice, confetti or non-biodegradable foliage is allowed on the grounds or facilities.

## **ALCOHOLIC BEVERAGES/SMOKING/FOOD RESTRICTIONS**

Alcoholic beverages may only be sold by an entity officially licensed by the state of Indiana.

The term "sold" refers to a cash bar, or any events that charge admission and serve, give away, or sell alcohol during the event.

No one under the age of 21 may be served alcoholic beverages.

Renter must take all reasonable precautions to ensure the safety of all guests with regard to alcohol consumption. The Honeywell House reserves the right to refuse service to and evict from

the premises any member of any party, who because of intoxication or other consideration, may be found to be creating a disturbance or threatening the peace, tranquility, or safety of guests or property. Renters are held responsible for the behavior of their guests and any damage to the property caused by a guest will be the financial responsibility of the renter.

Food and drink are not allowed inside the house, under any circumstances.

**Smoking is allowed on the rear terrace only. In cases of extreme drought, smoking will not be allowed anywhere on the grounds. The renter must provide ashtrays or sand-filled receptacles. No cigarette butts may be extinguished on the ground. If cigarette butts are left on the ground the renter will forfeit their damage deposit.**

## **CATERING**

Renter may choose to use any fully licensed and insured caterer. All caterers must have a business license and possess the proper permits required by Wabash County. Caterer shall comply with all city, county, and state foodservice and/or health regulations and laws.

Caterers are required to do a site inspection of the facilities and grounds prior to the event.

All caterers must provide a minimum \$1,000,000.00 per occurrence Certificate of Liability Insurance.

All catering and food supplies must be removed the evening of the event. The Honeywell House is not responsible for any items left on the premises.

## **LIGHTING, SOUND AND ELECTRICITY**

All electrical, sound and lighting vendors, including DJs and bands, must make an appointment and meet with a staff member to do a site inspection the week prior to the event.

Vendors must provide their own extension cords; the Honeywell House cannot be responsible for providing cords or for cords left on the premises after the event.

## **PERMITS**

Renter assumes all responsibility for required permits, including, but not limited to signage, alcohol and food service. All event vendors/service people must have valid licenses, and permits must be made available to the Honeywell House for review prior to event.

## **CLEAN UP REQUIREMENTS**

Renter is responsible for all clean up. The facilities and grounds must be returned to their original condition. All trash and debris from the event must be removed from the site and placed in trash bags by either the caterer or group hosting the event and placed in the provided garbage cans. For groups larger than 100, trash must be taken offsite.

A Honeywell House representative will be available during the event to answer any questions about cleaning. The house representative will approve the condition of the facilities and grounds at closing time or will advise renter of any possible cleaning charges. The decision of the Honeywell House representative regarding the condition of the facilities and grounds is final.

## PAYMENT AND HOURS OF OPERATION

The grounds rental fee is \$500.00 for four hours. Additional time can be purchased for \$100.00 per hour. Included with the grounds rental fee are two dressing rooms for the wedding party, use of two outdoor restrooms and access to electricity. Guests are not permitted in the house.

One half of the rental fee is due at signing to reserve the date.

The balance of your rental fee, including security deposit is due no later than 30 days before your event. No set-up of your event may begin until full payment has been made.

Security Deposit: A \$250.00 cleaning/damage deposit covers the cost of repair for any damages and/or staff overtime or work that your event causes. In the event that damages or additional fees incurred by your event exceed \$250, you will be billed for the difference, with payment expected no later than 30 days later.

The security deposit is fully refundable provided the following guidelines are met:

- The property is left at the conclusion of your event in the same condition in which it was found
- No charges are levied for staff help in moving tables, chairs, etc. or other physical assistance
- You do not exceed the time constraints of your rental package

We accept personal checks, cash, MasterCard and VISA.

Events at the Honeywell House may be held between the hours of 10:00 a.m. and 10:00 p.m. All events on the grounds must be concluded by 10:00 p.m. no exceptions.

## CANCELLATION AND REFUNDS

After the contract has been signed, a cancellation or change of date will be accepted in writing only.

Cancellation:

- If a cancellation occurs more than six months before the event, the Honeywell House will issue a full refund.
- If a cancellation occurs less than six months before the event, the Honeywell House will issue a 50% refund of the full rental fee.

Change of date:

- If a change of date occurs more than six months before the event, all monies paid will be applied toward the new date. If new date is not available the Honeywell House will issue a full refund.

- If a change of date occurs less than six months before the event, all monies paid will be applied toward the new date. If the new date is not available the Honeywell House will issue a 50% refund of the full rental fee.

**LIABILITY**

Renter has inspected or has had the opportunity to inspect the facilities and grounds, and Renter has determined the facilities and grounds are suitable and safe for the purposes for which it is being rented. The Honeywell House reserves the right to deny use of the facilities and grounds for illegal purposes or such purposes which are determined to create a substantial risk of damage/ destruction to the property. Renter agrees to take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury, or loss to, the property and to all guests and other parties present for the event. Renter releases, absolves, and exonerates; covenants not to sue; and agrees to indemnify and hold harmless the Honeywell House and all of its facilities and grounds, its directors, officers, agents, and employees against any and all liability, losses, claims, demands, actions, debts, and expenses and causes of every name and nature for personal or bodily injury (including any resulting in death) or other damages which may be sustained by any person, and for damage to or loss of any property, during, as a result of, incident to, or in any way arising out of the use of the facilities and grounds. Said indemnification shall include but not be limited to reasonable attorney's fees and costs. The Honeywell House is not responsible for any lost, damaged or stolen property. If for any reason beyond its control, the Honeywell House is unable to perform its obligations under this agreement, such non-performance is excused and the Honeywell House may terminate this Agreement without further inability of any nature to Renter or any third-party employed, retained by, or associated with renter upon return to renter of the full deposit.

**The parties hereby indicate by their signatures below that they have read and agree with the terms and conditions of this agreement in its entirety.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_