

**RENTAL AGREEMENT FOR THE LANE TAVERN**

FUNCTION: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

PERSON IN CHARGE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER (DAY) \_\_\_\_\_ (NIGHT) \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_ HOURS OF RENTAL: \_\_\_\_\_

ROOMS NEEDED: TAP ROOM \_\_\_\_\_ LADIES PARLOR \_\_\_\_\_ BALLROOM \_\_\_\_\_ KITCHEN \_\_\_\_\_

CATERER? Yes \_\_\_ No \_\_\_

FEES: Required to defray the basic costs of electricity, heat if necessary, and limited custodial services.

GUESTS: UP TO 35 PEOPLE WITHOUT KITCHEN	36-70 PEOPLE WITHOUT KITCHEN		
MEMBER \$25.00	MEMBER	\$35.00	
RESIDENT \$35.00	RESIDENT	\$55.00	
NON-RESIDENT \$45.00	NON-RESIDENT	\$75.00	

ADDITIONAL \$15.00 FEE FOR THE USE OF THE KITCHEN TOTAL DUE: \_\_\_\_\_

FULL PAYMENT IS DUE IN ADVANCE OF FUNCTION IF TO 35 PEOPLE  
HALF PAYMENT IS DUE IN ADVANCE OF FUNCTION FOR 36-70 PEOPLE, WITH BALANCE DUE DAY OF EVENT.

The SANBORNTON HISTORICAL SOCIETY (SHS) preserves the right to change the suggested fee structure. When both parties have signed this agreement, the fee will remain as written.

Persons in charge of the function are responsible for the conduct of their guests. Our building and its contents are valuable to us. We request your care and consideration. Unlawful disturbances will result in your party being asked to leave with forfeiture of the fee. The rental party is responsible for any damages or theft occurring during this function. The organization or person in charge shall pay any expenses.

Building usage: Please leave the kitchen and restroom in clean and orderly condition. Remove trash from the premises at the end of use of the building. Consult with the society representative if you need to move furniture. No smoking is allowed. Alcoholic beverages are limited to wine/champagne. Open bar – BYOB not permitted. Parking is across the street, except for unloading / loading vehicles. Decorations must be approved before the event.

I have read and accept responsibilities in the agreement. I also agree to hold the SANBORNTON HISTORICAL SOCIETY, its Officers, Directors and Members harmless from any liabilities and/or lawsuits that may arise from the rental of this property.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*SHS Authorized Signature*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Renter*

MAKE CHECKS PAYABLE TO SANBORNTON HISTORICAL SOCIETY

PAID: DATE \_\_\_\_\_ CHECK # \_\_\_\_\_ AMOUNT \_\_\_\_\_

To discuss and schedule room set up, call \_\_\_\_\_ at \_\_\_\_\_.