

COOK-RUTLEDGE MANSION USER AGREEMENT

AGREEMENT MADE THIS DATE BY AND BETWEEN THE Board of Directors of the Cook-Rutledge Mansion and _____

(Name, local address and phone number) hereinafter known as the User.

The Directors authorize the use of the Cook-Rutledge Mansion and grounds by the user and guests on the _____ day of _____, 20____, at _____ a.m./p.m. until _____ a.m./p.m. for the purpose of: _____

Subject to the following terms and rules established by the Directors:

1. AGENT: The Directors' agent is the Curator of the Mansion through whom all activities of the User shall be cleared and under whose direction the use is permitted.
2. CHARGE: The charge for use of the Mansion is as follows:

Wedding: Indoor or Garden \$400.00 payable to the Mansion,
And Indoor set-up charge \$50.00 to the Curator.*

Hors d'oeuvres reception or party \$300.00 payable to the Mansion.*

Formal Dinner (10 people or less.) \$300.00 payable to the Mansion.*

* \$100.00 deposit, which is non-refundable,
shall be paid at the signing of the contract to reserve the Mansion.

Small Meeting (10 or less) \$30.00 an hour payable to the Mansion, plus \$3.00 for each
person.**
(11-60) Above fees plus an added set-up charge of \$10.00 for each
additional four guests or table of four.**

Photography \$30.00 an hour payable to the Mansion.**

**\$30.00 non-refundable deposit due upon signing contract.

3. RESTRICTIONS:
 - (a) Food and Beverage
Food and beverages are limited to those provided by an approved caterer. No red beverages or sauces are allowed (this includes varieties of red wine, juice, soda, punch, fruit sauces, cocktail sauces and tomato sauces.) When in doubt, ask. Caterers and Users are responsible for all items on the "Caterers Guidelines" sheet.
User must provide a copy of this sheet to the caterer.
 - (b) Size
Wedding ceremonies, both indoors and garden, are limited to 60 persons. The Mansion's dining room table can seat 10 people or less. Standing hors d'oeuvres parties, up to 60 persons.

(c) Time Allowance

The bridal party, including the photographer, will have access to the Mansion two hours prior to the ceremony. Arrangements for floral delivery must be made with the Curator. If the florist, photographer, or wedding consultant require access to the Mansion for more than two hours, additional charges of \$30.00 an hour will be levied. The wedding party will be allowed use of the Mansion two hours from the time the ceremony begins.

Receptions, dinners, standing hors d'oeuvres parties will be allowed use of the Mansion for four hours. Beyond that an hourly charge of \$100.00 an hour will be levied.

(d) Photography

Photographers and Users are responsible for all items on the "Photographers Guidelines" sheet. Users must provide a copy of this sheet to the photographer. No commercial use of photographs is permitted without Director approval.

(e) General

No Smoking is permitted in the Mansion.

The piano, if used, is to be tuned at User's expense. No food or drinks are allowed on the second floor. All furniture must be carefully lifted, if moved, and replaced in the original position, under the supervision of the Curator. A responsible adult must directly supervise all children. Plans for music, entertainment, decorations and flowers must be cleared with the Curator. Candles are not allowed; votives possible upon approval. Decorations can be placed but not hung or tied to the interior décor of the Mansion. Decorations can be brought in just before the rental and must be removed immediately following the event. One or more Mansion Curator and/or staff person will be present throughout any event.

The User agrees to defend, indemnify, and hold the Cook-Rutledge Mansion harmless from any responsibility or liability for any death, personal injury or property damage sustained by any person or thing, which is caused by or arises out of any act or omission by the User while engaged in the performance of this agreement. Any verbal agreement with the Mansion, or variance with above will be written as an addendum to this contract and subject to Director approval. The Cook-Rutledge Mansion reserves the right to request the removal of any person whose actions jeopardize the safety of guests, personnel, the museum or its collections.

4. **RESPONSIBILITY FOR DAMAGE:**

The User agrees to be responsible for all damage sustained to the Mansion, grounds, or contents and shall reimburse the Board of Directors within 14 days after notice of damage or loss sustained. Utmost care is necessary in protecting and preserving the structure and its contents.

Dated this _____ day of _____, 20____.

User

By _____
Cook-Rutledge Director or Curator