

EVENT Rentals

Lewes Historical Society

Contact our office for information and tours.

110 Shipcarpenter Street

Lewes, DE 19958

302-645-7670 Phone

<http://www.historiclewes.org>

Booking a Date!

- Call the Office for reservation forms and availability.
- **To reserve a date: a deposit of 50% (non-refundable), along with the signed reservation forms must be returned to the office, by mail**
- **Security deposit of \$500.00 is required at time of reservation confirmation.**
- Dates will not be held without deposit.
- Payment can be made via credit card info on the reservation form (excluding AMEX) or by check made out to Lewes Historical Society.
- The balance of the rental fee must be paid in full within 60 days of reserving the date.
- Full payment of the rental fees is required for reservations booked less than 60 days prior to the event.
- Choose any day of the week & any time up until 10 pm.
- Rates are same throughout week, month & year.

Event Coordinators

- Are not provided by the Lewes Historical Society.

Catering Services

- A Caterer of your choice may be used at our venues. No self-catering.
- All alcohol must be served by an approved licensed bartender provided by your caterer. Alcohol may be purchased by the client and dropped off at the venue.
- Caterers will rent linens, dishes, etc. and will provide service staff.

Tents, Tables & Chairs

- Tents are permitted.
- Outdoor tent, tables and chairs must be rented from certified vendors.

Photography

- Photography may be conducted only in a room specifically rented for the event.
- No person may move furnishings for the purpose of photography.

Flowers and Other Decorations

- Open flames in floral arrangements or decorations must be fully enclosed in a hurricane globe, chimney, or similar container.
- Floral arrangements and decorations must be free standing and cannot be attached by glue, tape, staples, tacks, or any other means to walls, light fixtures or furnishings.
- Fabric used as a component of a decoration may, with the approval and supervision of the staff, be draped or tied over furnishings.
- Due to their environmental impact, no confetti, balloons, glow sticks, artificial flower petals, birdseed or rice may be used for decorative or celebratory purposes. Bubbles, butterflies, real flower petals, or *eco-fetti* are welcome outside.
- For the protection of the property and furnishings, floral arrangements and plant material must be in watertight containers and rest on or in a watertight material.

Music

- **Amplified music is not permitted.** Outdoor acoustic music must end before 10 pm.

Miscellaneous

- Smoking is prohibited on properties. Outside smoking areas are designated.
- Should security be required for an event, arrangements will be made by the park to provide this service for an additional charge.
- Pets are not permitted.
- Verify the address of your venue for your invitations!

Lewes Historical Society	3 HOUR RATE	4 HOUR RATE	5 HOUR RATE	OCCUPANCY
Exclusive use of the grounds	-	-	\$1,500	200 w/tent /restrooms
School House	-			
Cannonball House	-			

- Catering and Tent costs not included in rental rates.
- Tent rental with outdoor furniture may be required.
- A host will be present for the duration of your event.

- Venue opens 3 hours before a 5 hour wedding rental; Venue opens 2 hours before a 4 hour rental.

Day of your event!

- The facility monitor will arrive to open the facility for your caterer and will be present for the duration of your event. Venue is opened 2 hours before a (4) hour event and 3 hours before a (5) hour event. Photographers, florists, musicians and your wedding party will have access to the venue at this time. All decorations of the facility must be done on the day of your event.
- Your caterer and their staff will handle all food and beverage services during your event.
- **The bar will close 15-20 minutes before your reception is scheduled to end.**
- Caterer will gather trash/ recycle and clean up facility after event.
- You will be responsible for removing all decorations at the conclusion of your event.
- Plan to have someone delegated to take your leftover liquor, favors, gifts, cake & any personal items that were brought in.

Parking

- No parking on grass or blocking exit gates. Appropriate parking lots and entrances must be used.

Security Deposit

A security deposit of \$500.00 is required at the time of booking.

**LEWES HISTORICAL SOCIETY
EVENT RESERVATION AGREEMENT**

COMPANY/GROUP NAME _____

CONTACT NAME _____

ADDRESS _____

PHONE NUMBER DAY _____ EVENING _____

EMAIL ADDRESS _____

TYPE OF EVENT _____

EVENT DATE _____ GUEST COUNT _____ START TIME _____ END _____

Choose four/five hour rental up to 10pm.

TENT: NO _____ YES, _____

RESERVED FOR EVENT: (check one)

- _____ Shipcarpenter St. Campus
- _____ Cannonball House
- _____ Lewes Life -Saving Station
- _____ Ryves Holt House

TOTAL RENTAL FEE _____

AMOUNT INCLUDED \$ _____

CHECK # _____

NAME ON CHECK _____

CREDIT CARD # NAME ON CARD _____

EXP _____ SECURITY CODE _____

ADDRESS # _____ ZIP ONLY _____

SECURITY DEPOSIT: _____

**Please make check payable to Lewes Historical Society.
We accept VISA, MasterCard and Discover-NO AMEX.**

Payment and Forms should be mailed to the:

**Lewes Historical Society
110 Shipcarpenter Street
Lewes, DE 19958
302-645-7670 Phone**

I, the undersigned, agree to the following conditions: *please initial on each line*

CANCELLATION POLICY

- _____ I understand that my rental deposit of 50% is non-refundable.
- _____ I understand that no refund for the balance is available to me if I cancel my reservation for the facility less than 30 days prior to my event. Email confirmation serves as executed contract.
- _____ I understand that for the safety of the Client and guests, the Society reserves the right to cancel or postpone any event due to wind, fire, lightning, flooding, or any other weather related event(s), electric or other utility problems, or behavior not allowed by The Society at any time before or during the event with no prior notice. "If there is an interruption to an event due to emergency, weather...event will be allowed to proceed past schedule end time by the amount of time of interruption." If The Lewes Historical Society cancels an event due to any of the above reasons, no refund or reschedule of the event is guaranteed.

DAMAGE ASSESSMENT AND LIABILITY

- _____ I understand, as renters of this facility, I am subject to all the laws, rules and regulations of the, Lewes Historical Society and that I am responsible for the buildings, grounds, and equipment assigned to our group during the rental period.
- _____ I understand, I expressly agree to hold the Lewes Historical Society, and any of its employees harmless from any and all claims arising out of any violation by the below mentioned individual/organization of any law, rule regulations or order, and from any and all claims for loss, damage or injury to persons or property of whatever kind or nature arising from the operation of this event by the below mentioned organization, or from the negligence or carelessness of employees of the below mentioned organization while in preparation, during or disassemble of the event.
- _____ I agree in the event there is damage to the equipment or facility, that full restitution for repair and/or replacement will be made to Lewes Historical Society. I am providing my credit card information as follows:

CC # _____ EXP _____ SECURITY CODE _____

NAME ON CREDIT CARD _____

- I understand that Lewes Historical Society will not charge my credit card without my knowledge.
- _____ I agreed that if the facility is left in unsatisfactory condition, the cleanup service rate of \$100.00 per hour will be charged to the client.
- _____ I have read, understand, and agree to abide by the Rules and Regulations set forth in this document.

Authorized Client Signature Date

Event Coordinator Signature Date