***Friends of Knox Farm State Park – Themansionatknoxfarm.org***

*437 Buffalo Rd (physical address), PO Box 601(mailing address), East Aurora, NY 14052*

***Rental Contract for Private Parties and Events***

Client Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_ ZIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone (\_\_\_\_\_\_) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_ Evening Phone (\_\_\_\_\_\_) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_

Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Guests \_\_\_\_\_\_\_\_\_\_\_\_ Contact Person for Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Rental Fees*** *– See Attached Schedule – Indicate on your check the clients name and date of event*

\_\_\_Deposit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Due: with contract

\_\_\_Balance of Deposit \_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Due: \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Total Rental*** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security Deposit $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Due: \_\_\_\_\_\_\_\_\_\_\_

Who do we make returned security deposit check out to and where do we mail it?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*To confirm your date, a deposit of 50% of the rental fee must be submitted with this contract. The rental deposit will be applied toward your rental fee. The security deposit must be paid no later than 1 month before the event, and will be refunded 2 weeks after your event, unless additional charges are incurred as a result of your rental i.e., overtime, extra cleaning, building and equipment damage, etc.

The rental fee deposit is non-refundable if you cancel your event. In the event of cancellation, the Knox Farm Mansion Manager must receive written notification from the client.

Full payment of the rental fee balance is due 90 days before the event. If payment is not received 90 days before the event, the Manager reserves the right to cancel the event and applicant forfeits all monies paid to date.

If for any reason applicant cancels event after all monies are paid, all monies theretofore paid will be forfeited.

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***Friends of Knox Farm State Park – Mansion Rental Contract - continued***

The Knox Mansion is a non-smoking facility. Any smoking outside of designated areas will result in a $100.00 levy against your security deposit. The undersigned is also responsible for any damage to the Mansion incurred by outside vendors, musicians, florists, and photographers, etc., related to the event.

The undersigned has read and agrees to abide by all of the Knox Farm State Park policies and will assume responsibility for any damage done to the Mansion, its contents and surrounding area during the time period related to this particular event. This includes damage occurring as a result of using facilities and damage by attendees of this event.

Furthermore, vendors, agents, employees, and guests will attend and use the Mansion facilities at their own risk. The

Mansion shall not be liable for any damage arising from personal injuries sustained by any such damage. The Knox Farm State Park and Friends of Knox Farm, Inc., and its staff shall not be liable for any equipment, property or personal belongings, whether rental or otherwise, which are used or left at the Mansion. In consideration of being granted the right to use the Knox Mansion facilities, the renter hereby releases and holds harmless employees of the Knox Farm State Park, the State of New York, its commissioners, employees, and agents from any and all claims, demands, or rights of actions rising out of such use of the Mansion and its facilities.

Client must have signed contract with approved caterer. Please refer to the caterer’s agreement. It is the responsibility of the renter to make sure that all paperwork is provided to the mansion manager within 3 weeks of the event.

I have read and understood the foregoing assumptions of risk and release statement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date of Application

Please make checks payable to “Friends of Knox Farm Mansion”

Sign **both** this **Contract** and **Rental Use Policy**

Remit to: Friends of Knox Farm, PO Box 601, East Aurora, NY 14052

Or you can pay online with a credit card or eCheck at https://www.flipcause.com/secure/cause\_pdetails/MTA3NjUx.

*For Office Use Only Rental Deposit Received*

Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Security Deposit Received*

Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Rental Balance Received*

Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Security Deposit Returned*

Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_