

**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 Weddings

Engaged Couples' Names

&

Address

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City _____ State _____

ZIP _____

Cell #1 (_____) _____ - _____ Cell #2 (_____) _____

_____ - _____

Event Date _____ Start Time _____ End Time _____

Number of Guests _____ Contact Person for Event _____

Email address (s)

Names of Couples'

parents _____

Rental Fees – See Attached Schedule – Indicate on your check the bride's name and date of event

<u>50% Rental Deposit*</u>	\$ _____	Date Due with contract
<u>Balance of Rental Deposit</u>	\$ _____	Date Due
<u> / / </u>		
Total Rental	\$ _____	
<u>Security Deposit</u>	\$ _____	Date Due
<u> / / </u>		

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

Rental fee includes rehearsal and set-up time the day before, ceremony the day of and clean-up time on day after to be scheduled with the Property Manager. Clean-up needs to be completed by 11am.

*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 (50% of rental) 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, written notification must be received 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 Friends of Knox Farm 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.

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 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 at https://www.flipcause.com/secure/cause_pdetails/MTA3NjUx.

For Office Use Only

Rental Deposit Received

Amount _____ Check # _____ Date _____
_____/_____/_____ by _____