

The Northern Neck Farm Museum
Use of Land and Facilities Lease Agreement

Name: _____ Date: _____

Event Date: _____ Type of Event: _____ Approximate # of Guests: _____

The Northern Neck Farm Museum is pleased to allow you the use of its land and facilities on the date of _____
_____ from the time period of _____ until _____.

This agreement is entered into with you, subject to the following terms, rules, and regulations:

1. The facilities may be reserved for private use when there is no regular scheduled activity including regular museum hours. The facilities must be closed and vacated by 11:00 p.m.
2. A refundable **\$100.00** security deposit *and* 1/2 the rental fee is required once the lease agreement is signed and accepted. The remainder is due at least (5) five business days before the actual event date. If there is no damage and the facilities are left in its original condition there will be no further cost incurred to you. If there is damage, the cost of repair/replacement will be deducted from the security deposit, any extra charges will be your responsibility. If there are no extra charges the \$100 security deposit will be mailed to you within (7) seven days of inspection,
3. Reservations must be made at least fifteen (15) days in advance and are not confirmed until the deposit is paid and the lease agreement has been signed and received.
4. The reservation and rental will cover the use of the land and facilities of the Northern Neck Farm Museum. There is currently no electricity or septic services on the site. The museum provides a single handicap accessible portable john on site. Any additional portable johns will be your responsibility to arrange and pay for.
5. You agree to exercise due care of the premises and you also agree that the furniture, appliances, fixtures, and similar items are under your control, and therefore, we are not liable to you, your guests, or hired servers or attendants for any damage caused by their negligence whether to person or property caused by the failure of any plumbing, heating, electricity, water systems or for the failure of any other fixtures.
6. No equipment or items furnished by the Northern Neck Farm Museum may be removed from the premises. In addition, all missing or broken items provided by the Northern Neck Farm Museum will be charged to you based on replacement costs.
7. Facilities may be used only in such a manner as not to disturb other visitors: loud singing, amplified music (including bands), boisterous talk or other noises should be controlled by you and must comply with all applicable laws.
8. Parking and traffic handling shall be the responsibility of your organization.
9. Use of alcohol is allowed on the land and facilities. The Northern Neck Farm Museum must be notified as soon as possible of your intent to have alcohol at your event. It shall be your responsibility to obtain the proper ABC license as required by law. A copy of the appropriate ABC license shall be provided to the Northern Neck Farm Museum at least (5) business days before the actual event date. This agreement will be immediately terminated if a copy of the ABC license is not provided by this time. It shall be your responsibility to comply and enforce all applicable ABC rules and regulations at your event. The Northern Neck Farm Museum shall not be responsible or liable for any lack of compliance with the applicable ABC rules and regulations.

10. We require that you provide us with a plan of use for the site at least (5) business days before the actual event date.
11. We require that you provide us with a certificate of insurance for your event at least (5) business days before the actual event date.
12. All personal property placed upon our premises, including motor vehicles, shall be placed at your own risk or the person owning such property,
13. All persons using the land and facilities under this agreement, whether host, guest, etc. do so at their own risk, thus relieving the Northern Neck Farm Museum of all liabilities.
14. You will be responsible for controlling the number of people in your party. The Exhibit building will be reserved only for the use of the individual signing this agreement and their guests. Parties will be limited in number and not open to the general public. *Maximum occupancy: persons*
15. No pets or animals (*other than service animals*) shall be brought onto the premises.
16. No one under the age of twenty-one (21) may sign this Lease Agreement. Furthermore, no one under the age of twenty-one (21) may have a function without proper supervision by the signing party.
17. All parties with teenage guests or children must be chaperoned by a parent, guardian, or the person signing the lease agreement. This parent/guardian/signing party must be at least 21 years of age,
18. The land and facilities building must **be** picked up and cleaned before 9:00 AM the day following use. All debris from the event is to be removed by you.
19. We reserve the right to cancel any activities that may be deemed to represent and unusual or unacceptable hazard as determined by the museum.
20. The museum will provide security on the day of the event in unison with Northumberland County Sheriff's department.
21. Failure by any host or guest to comply with this agreement and/or the rules and regulations will subject this agreement to immediate termination by the management and may prohibit any future rentals as well as loss of security deposit. These rules may be revised or additional rules established at any time by the management,

ALL OF THE ABOVE CONDITIONS ARE UNDERSTOOD AND AGREED UPON:

Rental Party Signature

Date

Northern Neck Farm Museum Agent Signature

Date

Rental Fees:

501(c)(3) organizations \$25.00 per hour plus \$_____ Security Fees
All other organizations \$50.00 per hour plus \$_____ Security Fees

AGREEMENT CHECKLIST

<u>Yes</u>	<u>No</u>	<u>Item Description</u>
_____	_____	Certificate of Insurance Required
_____	_____	Copy of ABC License Required
_____	_____	Plan of Use Provided
_____	_____	Security Deposit and ½ of Rental Fee Paid
_____	_____	Museum Interpretation (Requires Admission Fee)
_____	_____	