

Please sign and return contract first page with deposit (half of total) and membership to secure your date!



Steppingstone Farm Museum

461 Quaker Bottom Road, Havre de Grace, MD 21078, 410-939-2299

events@steppingstonemuseum.org

www.steppingstonemuseum.org

Studio Event Use Contract and Agreement

Date(s) of Event: _____ Event start/end times (4 hours): _____

Event: _____

Reserved: (\$300/4 hours) _____ Extra hours: (\$50/hr) _____
31' by 29', seats 60 at tables, 100 auditorium style, tables and chairs included

Tables: 6'rect.(12)_____ 4'rect. Adj. height (4) _____ Chairs(96)_____

Lessee Name(s): _____

Address: _____

Email: _____ Telephone: _____

Please place additional contact info on the back of the contract.

Approximate Number Attending: Adults: _____ Children (12+under): _____

I/We, the lessee, agree to abide by the terms of the event contract and use agreement and to assume full legal and financial responsibility for damage to the property or liability that may result. *You must initial each item in the contract.*

SIGNATURE: _____ DATE: _____

(Lessee)

SIGNATURE: _____ DATE: _____

(Museum Representative)

****For Office Use Only**** Rev. 12/2017

Membership Paid (\$): 50.00 Date: _____ CK#: _____ Ltr M# PastPerfect

Event Deposit Paid (\$): _____ Date: _____ CK#: _____ gCal contract copy

Security Deposit Paid (\$): 250.00 Date: _____ CK#: _____ Check returned?

Event Balance Paid (\$): _____ Date: _____ CK#: _____ Confirm TYLtr

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Please initial each item of the contract to signify that you have read and understand the terms.

1. ____ The Steppingstone Farm Museum Facility is available to all persons without regard to race, color, religion, sex or orientation, age, national origin, and physical or mental disability. Lessee agrees to abide by this policy for participation in their events or programs. Lessee agrees to abide by all federal, state, and local laws and regulations applicable to events and activities on museum grounds.
2. ____ Lessee must be a member of Steppingstone Museum Assn., Inc. (\$50 family membership fee).
3. ____ Site usage is for access to facilities for the stated purpose and is **non-exclusive**. Steppingstone Museum Association employees, contractors, agents, invitees, visitors, and other events shall have continued access to all areas as deemed appropriate by the museum.
4. ____ Reservations will be on a first come, first contracted basis. All event usage will be handled through the museum office with the reserving party acknowledging facility use responsibilities. All statements of policy or exceptions shall come exclusively from the museum Executive Director and must be in writing. Verbal agreements will not be honored.
5. ____ The Studio may be rented on Saturdays, Sundays, weekdays and evenings year round. Normal usage and access hours are between 9 a.m. and 11 p.m.; all hours must be approved in advance. Music must cease by 11pm.
6. ____ The Museum provides only the site for the event. All arrangements for catering, equipment rental, music, and other amenities are the responsibility of the lessee. Events must provide their own staff or volunteers and security; all such employees are not employees or agents of Steppingstone Museum Association and the lessee is responsible for salaries, expenses, worker's compensation insurance and taxes due to such employees or owed to any governmental agency on their behalf.
7. ____ The museum provides restrooms and a facility for trash and recycling removal. All trash must be sorted from recyclables and placed in dumpsters by the lessee (or caterer). Restrooms, facilities, and grounds (including walkways and parking lot) must be left clean and clear of debris or blockage immediately after event. Lessee also assumes responsibility for damage to grounds and turf and must return them to their original condition immediately after your event.
8. ____ The Museum buildings are open to the public from 1 to 5 p.m. on Saturdays and Sundays from April through October. Museum grounds are open to the public 9am-sunset year-round and other museum programs may be offered on the property throughout the year.
9. ____ Usage fees for the studio will be \$300.00 for a 4 hour time period for the event. Additional event time is allocated at a rate of \$50 per hour. Setup is 1 hour before and cleanup 1 hour after the event time. Arrangements to set up or cleanup outside of this time must be made in advance with the museum Site Coordinator or Executive Director.
10. ____ A contract between Steppingstone Museum Association, Inc. and the reserving party must be signed, accompanied by one-half of the usage fee and the family membership fee (\$50.00) in two separate checks, at the time of reservation. The balance must be paid no less than two weeks prior to the event. A security deposit of \$250.00 will also be collected two weeks prior to the event. This check will be returned to the lessee two weeks after the event, provided the facility and grounds are found in the same condition and guests/family were not abusive to staff as meets the approval of the Site Coordinator or Executive Director.
11. ____ The museum retains the right to cancel or change any function with proper notice and explanation. In the event of a cancellation or change, the lessee acknowledges that they are only be entitled to a refund of any monies paid to Steppingstone Museum and that they will not pursue any claims for other damages. In addition, in the event the lessee breaches this contract, Steppingstone Museum Association may immediately terminate the Contract for default or at its sole discretion, allow the lessee time to take corrective action to cure the default. Steppingstone Museum Association shall have the right to pursue any and all remedies against the Lessee at law

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or in equity. In the case of cancellation by the lessee, a full refund of the deposit will be provided if more than 12 months ahead of the event date, half refund up front (with balance if date re-booked) between 12-9 months and half refund within 9 months if the date can be re-booked by the museum.

12. ____ The lessee agrees to abide by all rules and to assume financial responsibility for breakage or damage to the grounds, facilities, or equipment that may result. No nails, screws, or staples may be used for decorations. Audience, spectators, or participants may use only those areas requested. Other parts of the museum grounds may not be used. No parking except in designated parking areas is permitted.
13. ____ Strict observance to fire regulations is required and all exits need to remain clear for any emergency that may arise. No smoking in or within 20' of buildings or tents, all butts must be disposed of properly and removed from grounds. Candles must be contained in a nonflammable container 4x the height of the flame. Candlesticks are not permitted, sparklers are allowed on paved path 20' away from structures and trees when no fire ban is in place.
14. ____ The lessee agrees that their caterer will be responsible for the acquisition and display all necessary permits for temporary food service and/or alcohol service. Caterer or lessee must provide a licensed bartender for their event who is responsible for verifying the age of those consuming alcohol in accordance with the law, serving all alcoholic beverages, and ensuring safe departure of guests from the museum property. Lessee will provide an alcohol point of contact- a responsible adult who is not drinking and will be contacted to handle any guests with issues. Lessee will provide any additional safety and security needs, including access to first aid as deemed necessary for their event. Lessee is responsible for all alcoholic beverages remaining in the event area.
15. ____ Lessee will provide a Certificate of Insurance for event liability including liquor liability up to \$1/2 Million coverage for the day of their event naming Steppingstone Museum Association, Inc. as additional insured. This is typically available as an endorsement on your homeowner's insurance (under \$150 for a single day). Lessee will ensure that caterers and other vendors provide the same. Certificates are due 2 weeks ahead of event. Vendors on our preferred list have these on file with the museum already.
16. ____ Lessee is responsible for, and shall defend, indemnify and hold harmless Steppingstone Museum Association, Inc. and its employees, officers, and agents against and from any and all liability or claim of liability for personal injury, death, or property damage (including attorney's fees) arising out of the use, occupancy, conduct, operation, or management of the event by the Lessee or its agents, contractors, servants, employees, licensees, or invitees, even if the injury does not become apparent or does not manifest until after expiration of this agreement. Mediation will be used as a first course of action.
17. ____ Should any damage be caused to the Museum or Museum property during use of the grounds, lessee acknowledges that Steppingstone Museum will pursue recovery of any and all damages through appropriate court of law. The lessee acknowledges that this contract will be interpreted under the laws of the State of Maryland. Should it be necessary to obtain counsel to pursue any legal claims under this Contract, the lessee agrees to reimburse Steppingstone Museum for all costs associated with such a claim including attorneys' fees incurred by Steppingstone Museum.