The Saratoga County Historical Society at Brookside (SCHS) is pleased to allow members and Saraoga County businesses and residents to hold events. SCHS charges $100/hour for use of the gallery space and grounds and all must adhere to this contract.

THIS CONTRACT is made this ________ day of ________________, 20__ between the Saratoga County Historical Society at Brookside Museum (SCHS) and _______________________________________[event organizer]. SCHS and [Event organizer] agree to the following terms and conditions:

**Event**

1. The initial term of this Contract will be ______________ to ___________. Either party may terminate this Contract at any time by providing the other party with fifteen (15) days notice of termination.

2. The set up will take place on ______________________ at a mutually agreeable time.

3. ___________________________ will handle all clean up from the event.

4. ___________________________ agrees to maintain his/her own insurance on any property loaned to or exhibited at SCHS. Caterer agrees to supply SCHS with a certificate of insurance naming SCHS as an additional insured or waiving subrogation against SCHS.

5. **Decorations**
   All plans for décor are subject to SCHS approval and are limited to the designated event spaces.
   - Nothing may be affixed to any interior or exterior surface of the Museum. All decorations must be fireproof.
   - Professional floral arrangements allowed. No cut flowers from gardens permitted indoors.
   - No open flames are permitted anywhere in the Museum. LED battery operated candles are an acceptable alternative.

6. **Smoking is not permitted** in the Museum or anywhere on its grounds.

7. **Alcohol**
   - The event caterer must comply with all applicable laws and liquor regulations and acquire all permits required by the laws of the State of New York or other government agencies. In this regard, the caterer is required to indemnify, protect and hold harmless the Saratoga County Historical Society and its respective officers, agents and employees from and against any and all losses, costs, claims, demands and expenses arising out of the event host’s use of the SCHS facilities resulting from the provision of alcoholic beverages at the event.
   - All caterers are responsible for providing a licensed bartender for events where alcoholic beverages are served.
   - All caterers are responsible for obtaining a one-day special event liquor license for events where alcoholic beverages are served.
   - Bartenders and all personnel serving alcoholic beverages are advised to not serve alcohol to a minor (anyone under 21 years of age) or anyone showing signs of inebriation. Such persons should be advised that they are subject to New York State law on such charges.
   - Guests must be advised that alcoholic beverages may not be brought onto or removed from the premises.

8. **Caterer’s Operating Procedures**
   - SCHS must approve the event caterer.
   - A catering supervisor or representative must remain with his/her staff throughout the event; including set-up, break down and clean-up.
   - Caterers should exercise caution when bringing materials into the Museum. Specifically, no tables, boxes, or other equipment is to be placed against walls or objects.
   - Caterers will supply tables, chairs, linens, glassware, china and other items required to properly service the event. SCHS does have some tables and chairs available upon request.
• No museum furnishings may be moved without approval and once moved must be returned to their original locations.

• Caterers must remove everything brought onto the premises including trash, debris, bottles and unused bags of ice immediately following the conclusion of the event. Unless prior permission has been granted, all materials, objects and equipment must be removed from the Museum immediately following the conclusion of the event.

• At the conclusion of the event, the rooms are to be returned to their original order. Kitchen and work area floors will be broom swept, mopped, or vacuumed as needed.

Saratoga County Historical Society

Signature: __________________________
Director

Print name: __________________________

EVENT ORGANIZER

Signature: __________________________

Print name: __________________________

Address: ___________________________

Phone: ___________________________

Email: ___________________________