



Noah Webster House & West Hartford Historical Society Contract for Facilities Use

227 South Main Street, West Hartford, CT 06107 Tel.: (860) 521-5362 Fax: (860) 521-4036

Noah Webster House & West Hartford Historical Society agrees that the below mentioned event space(s) will be used by:

Contact person: _____ Company: _____

Full address: _____

Telephone: _____ Fax: _____ E-mail: _____

Type of Event: _____ Approximate number of people: _____

Event Date: _____

Event Commencing at (Time) _____ and ending at (Time) _____

Include time needed for setup and cleanup. Total Hours: _____

Equipment Needed: _____

Certificate of Insurance Required (naming Noah Webster House & West Hartford Historical Society insured)

FEES:

\$ _____ User Fee for Gallery & Jodik Education Center

\$ _____ User Fee for Preparation Kitchen

\$ _____ Other (Programs, Tour, etc.)

Total due: \$ _____

Deposit: \$ _____ (Due upon receipt of contract)

Balance: \$ _____ (Due on day of event)

Please sign below and return this contract with the deposit. Make checks payable to Noah Webster House.

*I have read and agreed to the arrangements, fees, terms and conditions described on **both sides of this contract.***

User Name: _____ Date: _____

NWH Representative Name: _____ Date: _____

Facilities Use: Terms and Conditions

1. The user must sign the contract for Facilities Use and return a copy to the Noah Webster House & West Hartford Historical Society at least two weeks prior to the event.
2. The user agrees to provide a certificate of insurance against loss or damage to NWH property.* The certificate must be provided at least two week before the activities.
3. The user agrees to insure all event participants and hold harmless NWH against all injury incurred by them.
4. The user may choose their caterer, florist and others whose services they wish to employ for their event. All caterers contacted by the user must be licensed and carry a minimum of \$500,000 general liability insurance. A certificate of insurance must be provided to the Noah Webster House & West Hartford Historical Society at least two weeks prior to the event. Noah Webster House and & West Hartford Historical Society must approve all caterers. Some minimal self-catering is allowed under certain circumstances and must be approved by the Noah Webster House & West Hartford Historical Society.
5. If alcoholic beverages are to be served, minimum liquor liability coverage of \$250,000 per person/\$250,000 per incident is required and the certificate of insurance must be provided to the Noah Webster House & West Hartford Historical Society at least two weeks prior to the event.
6. No event will take place unless the signed contract with payment in full, caterers contract and insurance certificates are received.
7. One NWH staff member must be present at all times to oversee set-up, event, and closing stages. This individual has the authority to make on-site decisions.
8. The caterer and or user must make arrangements with the Noah Webster House & West Hartford Historical Society staff representative for delivery and pick-up of rental equipment.
9. All cooking, serving, and eating utensils, stemware, linens and ice must be provided by the caterer and/or user.
10. The caterer and/or user must leave the Noah Webster House in the same conditions as it was found. All cooking and catering equipment, trash, and bottles must be removed at the end of the event. A clean up and/or damage charge will be assessed if cleanup is inadequate or damage has occurred.
11. There is no smoking, open flame cooking, bottle or butane gas equipment allowed in the Noah Webster House.
12. Moving of furniture or other items and use of decorations in the Noah Webster House must be approved by the Noah Webster House & West Hartford Historical Society.
13. The Noah Webster House & West Hartford Historical Society reserves the right to cancel a date in the interest of security or safety with appropriate notice and with all sums refunded. If the user cancels the event 14 days or more in advance all deposits are refunded, 7 to 14 days in advance 50% of deposit is refunded, and less than 7 days in advance no refund of deposit will be made.

* The minimum insurance policy for individuals is \$300,000; for corporations \$1,000,000. We prefer an insurance policy of \$1,000,000, which you may already have as an umbrella policy on your account. Please contact your insurance company to inquire, and to set up the Noah Webster House & West Hartford Historical Society as an additional insured on your policy.