

**POPPEHUSEN INSTITUTE RENTAL AGREEMENT**

114-04 14<sup>TH</sup> ROAD  
COLLEGE POINT, NEW YORK  
(718) 358-0067

Name of person renting space \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Site of party/event \_\_\_\_\_

Space within site being rented \_\_\_\_\_

Type of event \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Number of guests \_\_\_\_\_

Fee for set space \_\_\_\_\_. This fee covers five (5) hours, which includes set-up time, and clean up time. If usage of the designated area goes beyond the five hours, a \$100 fee will be charged for each additional hour. (Any part of an hour more than 15 minutes will be considered an hour.) This payment needs to be made the night of the event to the person supervising the office. If this is not done, your damage deposit will be deposited, and you will be refunded the difference.

Additional Terms:

To be provided by Poppenhusen Institute - the stated space, use of kitchen, chairs and tables (the Institute has ten 60" round tables (seating for 80), two 54" round tables (seating for 12) and 7 eight-foot oblong tables which can be used for food and beverage tables as well as for guest. If additional tables are needed, it will be the responsibility of the renter to obtain them.

Parking lot - accommodates 20 cars, (of the renter). Cars above that amount would have to use street parking.

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Tours of the 1868 landmark will be available to guest, including visits to the old village jail cells, and the Native American Exhibit.

Additional space to be utilized \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|  | April – Sept | Oct - Dec |
|--|--------------|-----------|
| Fee for main space rented - Grand Hall | \$ 1,050     | \$1,250   |
| Keyboard Room                          | \$ 450       | 550       |
| First Free Kindergarten Room           | \$ 450       | 550       |
| With yard                              | \$ 550       | n/a       |

Rates are subject to change (prior to signing a contract).

Fee for additional space \_\_\_\_\_

Total rental fee due \_\_\_\_\_

Damage and Cleaning Deposit

Auditorium

Kindergarten and Keyboard Room

Deposit - \$450 - damage deposit  
\$100 - cleaning deposit

\$200 - damage deposit  
\$ 75 - cleaning deposit

These damage and cleaning deposit checks need to be received two weeks prior to the event in order to secure the space for you. **Please keep the deposit checks separate from the rental check.**

A refund check will be issued the Monday after the event if there are no problems. (A representative of the Institute will examine the areas rented immediately after the event.)

A deposit of \$250.00, for renting the space is due upon signing of this contract to secure the space for your event. **All deposits are non-refundable.** **The space will only be held**

**upon signing of this contract and receipt of the \$250.00. One half of the remaining balance (\_\_\_\_\_), is due by 30 days prior to the event. The final remaining balance is due no later than the day prior to the event and must be paid by certified check, cash or money order. No personal checks will be accepted for that final payment. If payments are not made in a timely manner, this contract will be deemed null and void.**

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The Institute does not have air conditioning or an elevator, at this time so please plan accordingly.

Caterer \_\_\_\_\_ (please fill in). Caterers must possess all necessary license and permits and provide the Institute with an original certificate of Insurance naming the Poppenhusen Institute as an additional insurer.

**Use of Liquor** - Upon the signing of this contract, the tenant agrees to take full responsibility for the amount of alcohol that is served to their guests. Additionally, the tenant accepts full responsibility for any repercussions that occur due to alcohol consumption on the part of any guest attending this event. **Liquor liability is required if any type of alcohol is to be served. This includes wine and beer. The Institute can supply you with the names of companies that can supply you with liquor liability. A Certificate of Insurance listing the Institute as an additionally insured is also required.**

Violation of this agreement will result in the cancellation of your party. You must supply the exact number of guests one week prior to your event. A maximum of 120 people is permitted.

\_\_\_\_\_  
Signature of Event Planner                      Date                      Poppenhusen Institute