

Historic Red Hook

PO Box 397, Red Hook, New York 12571 845-758-1920

APPLICATION & GUIDELINES FOR USE OF THE ELMENDORPH INN

(PLEASE PRINT CLEARLY — effective January, 2018)

DATE(S) REQUESTED: _____ HOURS OF EVENT (w/set-up & clean-up) from _____ to _____

NUMBER OF PEOPLE: _____ TICKET PRICE (if any) _____ FOOD SERVICE? _____

WILL WINE AND/OR BEER BE SERVED? _____ SOLD? _____ PURPOSE OF EVENT: _____

SPONSOR NAME & CONTACT PERSON _____

PHONE #: _____ EMAIL: _____

MAILING ADDRESS: _____

NON-REFUNDABLE DONATION FOR USE:

Non-profit organizations—\$15/hour (no discounts allowed)

All other parties*—\$50/hour; *HRH Members receive 20% discount.

For large events with food service, a refundable cleaning deposit may be required.

The above rates include the use of all three meeting rooms — Tap Room, Parlor, South Room, and modern Kitchen.

Contact us about use of the 2nd floor workroom.

PLEASE NOTE: This DOES NOT include the use of the old kitchen fireplace and the beehive oven.

EVENT SPONSOR IS RESPONSIBLE FOR:

1. Setting up all tables and chairs for the event — 50 chairs, 12 card tables, 6 round tables (48” diameter), and 6 rectangular (four 8’, two 6’)
2. Providing all equipment and supplies, (paper supplies, projectors, etc.)
3. Leaving the space as you found it — Put away all tables and chairs, wash dishes, glasses, and sweep or vacuum.
4. Clean up and removal of all trash (garbage & recycling bins located behind the Inn.)
5. Securing ALL required permits and licenses
6. Providing proof of liability insurance is required; businesses require a Certificate of Insurance naming Historic Red Hook as additional insured. If wine and/or beer is served, individuals/groups without commercial insurance must provide event insurance (available online).

Historic Red Hook is not responsible for your guests’ consumption.

GUIDELINES FOR USE OF THE INN:

1. Reservations and PAYMENT IN FULL are required in advance.
2. NO SMOKING permitted anywhere in building.
3. NO FIRES to be lit in fireplaces or on property. No open candles!
4. No handling of artifacts and items on display in the Inn.
5. Refreshments may be served, however, hard liquor is NOT ACCEPTABLE on premises, and you are NOT ALLOWED to sell wine and beer at your event without proper insurance coverage and license to sell.
6. Nothing may be hung on the walls of the Inn.
7. Access to the Inn is limited to the spaces listed above and may be subject to change.
8. IRS regulation dictates that no political campaigning or signs to be displayed on the premises.
9. Use of the Inn is at the full discretion of the Board of Trustees of Historic Red Hook; prices subject to change.

STATEMENT OF RESPONSIBILITY—I have read and agree to abide by the GUIDELINES as noted above and I understand that I and/or my group (sponsor) shall be fully responsible for any and all losses, costs, damages, or expenses occurring as a result of our use of the building and its grounds including the Elmendorph Inn and its contents. Sponsor and its agent further agrees to defend, indemnify and hold harmless HISTORIC RED HOOK and its agents and affiliates for any and all claims related to the Sponsor’s use of the Inn.

Sponsor/Agent Signature _____ Date _____

HRH Board Approval _____ Date _____

Please make checks for donations payable to Historic Red Hook and attach to this agreement.

(HRH approver must make 2 copies, attach 1 to the donation, give a copy to Sponsor and keep original for our records.)