

**Woodlawn Museum**  
**Grounds Rental Policies and Agreement**

Thank you for considering Woodlawn Museum for your event. To schedule a visit to view the grounds and discuss your event, please call the office at (207) 667-8671.

**Grounds (Weddings, Family Picnics, Corporate functions, or other large events)**

Rental of the grounds includes the use of formal gardens, tea lawn, and the designated tent site. The tea lawn capacity is 150 people. The capacity for the tent sites varies depending on the type of event and if/or a tent is involved. There is ample space for parking cars, but all cars must be parked in designated areas.

Daily rates allow for a five (5) hour function, a two (2) hour set up, and a one (1) hour cleanup (8 total). These rates include use of areas mentioned above, parking lot(s), and 2 bathrooms only. Dressing facilities are not available. Woodlawn does not provide tents, table, chairs or any other equipment for events. A Woodlawn staff member will be present during the event (see security fee below). Out of consideration for our neighbors, guests, food service, and cleaning people must be offsite by 11:00 P. M.

Please inquire with the office about non-profit use of the grounds.

**Rental Fee**

\$1,500.00 for an 8-hour rental (\$150.00 for each hour over 8).

**Security Fee**

Security provided by Woodlawn (required) at a rate of \$25.00 per hour per person (one staff member per 100 guests).

**Reservation Deposit**

A date is not considered reserved until a Reservation Deposit is accepted and both the renter and Woodlawn management sign a Rental Agreement. The Reservation Deposit is 50% of daily rental. \$500 of the deposit is non-refundable. Cancellation fewer than (14) days prior to the event, the fee is the full amount of deposit. Inclement weather will not entitle renter to refund. The balance is due (30) days prior to the event. Fees are subject to change without notice.

**Security/Damage Deposit**

A security deposit of \$500, due one month prior to the event, is required to cover any miscellaneous penalties. (Trash removal, minor damage, etc.) The deposit, less any applicable charges, is typically returned within two weeks after the event. In the event that less than the full deposit is returned, a receipt shall be provided, showing charges.

**Member Discounts**

Current Woodlawn Museum members receive a 10% discount on the daily rental rate. Membership discounts may not be transferred to non-members. A Household membership includes parents, sons, and daughters only.

**Caterer Guidelines for Site Use**

The caterer should view the facilities at Woodlawn at least (30) days prior to the scheduled event. Please contact our office at (207) 667-8671 to schedule an appointment. Walk in appointments are not feasible.

The standard daily rental allows (2) hours for set up and (1) hour for clean up. Please discuss with your caterer the hours for which the grounds are rented. No one will be allowed on the property any earlier than the scheduled rental hours, as we must schedule event security per client's rental agreement.

The Woodlawn staff is available primarily for access to and security of the grounds and buildings on Woodlawn property. Client is responsible for event staffing.

Woodlawn reserves the right to approve or deny the use of any caterer. Please check with the office for an approved list of local caterers.

**General Liability Insurance**

The caterer and the renter must be insured for general liability, products liability, and liquor liability, if liquor is served . A certificate of insurance, demonstrating such insurance coverage, for a minimum of One Million Dollars per occurrence with Woodlawn as a named insured thereon must be submitted (30) days prior to the event.

**Alcohol Liability Policy**

Woodlawn Museum does not carry alcohol liability insurance coverage. It is therefore necessary that the renter assume all responsibility for the service of alcoholic beverages including, without limitation: the retention of trained insured bartenders; transportation provided to anyone visibly intoxicated; liability for alcohol related accidents (including attendees). Compliance with local alcoholic beverage laws is mandatory.

A Certificate of Alcohol Liability Insurance, demonstrating such insurance coverage, is required from your caterer if alcohol will be served (not less than One Million Dollars per occurrence) with Woodlawn as a named insured thereon and upon payment by renter of any municipal license fees.

**Courtesies and Site Restrictions**

Use of illegal substances is strictly prohibited.

Smoking on the property is prohibited.

Restrooms are not wheelchair accessible. For groups of 50 or more, rental of portable toilets is recommended.

Amplified music is allowed (please be mindful of neighboring residents)

Drop off and pick up times of rental equipment must be scheduled with Woodlawn management.

Renter is responsible for all trash removal. Failure to comply will result in deductions from deposit.

Decorations are allowed, but check your choices with Woodlawn management. Rice, birdseed, confetti, glitter, fireworks, potpourri, feathers and other difficult to control materials are not allowed. Releasing balloons causes litter in the neighborhood and is not allowed. Consider blowing bubbles or releasing butterflies.

It is imperative that children are continuously supervised.

Professional photographers must read and sign Woodlawn’s Photography Policy.

Access to historic house is not included in event. However, certain rooms can be included with additional fees. Tours of the Museum for your guests are also available for an additional fee. Please call if tours are desired.

**Brief Description of Event (number of people, type of function, time, duration, special needs)**

Availability, right to refuse service, and rates are at the discretion of the Executive Director.

---

---

---

---

---

---

---

---

---

---

The undersigned has read and agrees to abide by all the Woodlawn Museum's policies and will assume responsibility for any damage done to the house, its contents, outbuildings, or grounds during rental period and occurring as a result of using such facilities, including damage by attendees.

Furthermore, I, my vendors, agents, employees, and guests will attend and use Woodlawn's facilities at our own risk Woodlawn Museum, its trustees, staff, successors, and legal representatives shall not be liable for any damage arising from personal injuries sustained by any such person on the premises and I assume full responsibility for such damages.

Woodlawn Museum, its trustees, staff, successors, and legal representatives shall not be liable for any equipment, property or personal belongings, whether rental or otherwise, which are used or left on the property in connection with an event. In consideration of being granted the right to use Woodlawn facilities, we hereby release and hold harmless Woodlawn Museum, its trustees, staff, successors, and legal representatives from any and all claims, demands, or rights of action rising out of such use of the property or facilities.

I have read and understood the foregoing assumption of risk and release statement.

Signature of \_\_\_\_\_ Date of \_\_\_\_\_  
Applicant \_\_\_\_\_ Application \_\_\_\_\_

Signature of \_\_\_\_\_ Date of \_\_\_\_\_  
Woodlawn Representative \_\_\_\_\_ Application \_\_\_\_\_

**For Office Use Only**

Rental approved  
On:

By:

Rental Deposit received on \_\_\_\_\_

Security Deposit received on \_\_\_\_\_

Reserved Date \_\_\_\_\_

Amount Due \_\_\_\_\_

Special Requirements: