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New London Historical Society Renter Manual

Welcome to the New London Historical Society.

We are pleased you have chosen the New London Historical Village for your event and hope you and your guests will feel welcome here in our 19th century village.

We are a private, non-profit organization and museum. Our primary concern is the preservation and care of our facilities and the collections they house. We rent our facilities when the proposed use will not endanger our collections, equipment, staff, and visitors.

You need not be affiliated with the Society to rent our facilities. We reserve the right to decline any proposed rental event without cause.

In an effort to make your event proceed smoothly, we are providing you with this Renter Manual, which covers all rentals, along with the Rental Agreement and Fee Schedule. Please read all three carefully. As the Renter, it is your responsibility to make sure that everyone involved in your event – including catering staff and others in your employ – are aware of these policies and follow them at all times. These policies, while not comprehensive, are meant to cover the most frequently discussed issues. If you have any questions or concerns, please discuss them with the Society's Rental Manager.

Policies

ADVERTISING	Organizations sponsoring public events may not use the Society’s name or logo to promote or advertise the event, other than as its location. All mass media advertising must include the following statement: “The New London Historical Society is not a sponsor of this event.” Failure to comply with the policy may result in cancellation of the event.
ALCOHOL	<p>Renters must notify the Society in advance if alcohol is to be served. NLHS requires security staff to be on site during events that serve alcohol. NLHS will contract with the local Police Department; all fees will be paid by the renter. This fee will be specified in the <i>Rental Agreement</i>.</p> <p>You and/or your caterer must comply with all applicable Town and State laws and liquor regulations. Bartenders must be certified. It is your responsibility to obtain all permits required by the State of New Hampshire and Town of New London.</p>
CANCELLATION	<p>Should your event be cancelled, your full deposit will be returned if you cancel at least 60 days in advance of the event. 50% of the deposit will be returned if we receive written notice between 15 and 60 days prior to the event. <u>Should you cancel your function within 14 days of the event, no refund of the deposit will be made.</u></p> <p><i>Should the terms of the Rental Agreement be violated by you or your guests, the Society reserves the right to cancel your function at any time, even when it is in progress. This may be done at our sole discretion and this decision shall be binding and final. In such a case, the Society shall retain all payments and shall not be liable for any charges of forfeited deposits.</i></p>
CAPACITY	All rental facilities have a maximum number of occupants allowed by local fire safety officials. Capacity limits are listed in the attached fee schedule (Exhibit B) and must be observed.
CATERING	<p>The Society does not recommend caterers; however we can supply you with a list of caterers who have worked at the Society in the past and are familiar with our facilities and our electrical limitations.</p> <p>If you are serving alcohol, you must ensure that caterers comply with all rules specified in this <i>Renters Manual</i> and that caterers are properly licensed by the State of New Hampshire and have Workers’ Compensation insurance policies.</p>
CLEAN-UP	<p>Post event clean-up activities are your responsibility. All food and drink trash must be collected, secured in trash bags, and removed from buildings immediately at the end of the event and not later than 11:00 p.m. You must remove all other trash, personal property, and decorations by the clean-up time specified in the <i>Rental Agreement</i>. A dumpster is provided on site.</p> <p>All areas used for food preparation must be thoroughly cleaned and all excess food removed from the premises no later than 11:00 p.m. the day of the vent.</p> <p>If you do not leave Society space in a clean and orderly manner, you will forfeit your security deposit.</p>

DECORATIONS	Decorations affixed to Society property must be approved by the Rental Coordinator prior to installation. Decorations may not be affixed to the walls that might leave permanent marks or damage the surfaces.
DOCENTS	Docents are required if the renter requests additional buildings be open for their event. An additional charge will be added to the contract for the use of docents.
ELECTRICITY	The Society is unable to provide electrical service beyond that commonly found in a standard household. Most circuits are rated at 20 amps or less. Some portable kitchens and refrigeration units, demanding a heavy electrical load, cannot be accommodated. An electrical schematic will be provide on request.
EQUIPMENT OWNED BY THE SOCIETY	The Society has a limited number of tables (ten 6-ft. and two 8-ft) and metal folding chairs (70) available for use. If you plan on using this Society-owned equipment, please submit that request with the <i>Rental Agreement</i> . Arrangement for the rental of additional chairs or tables is your responsibility. The benches in the Meeting House are available for use only in the Meeting House; they cannot be moved to other buildings.
EQUIPMENT PROVIDED BY THE RENTER	Any items necessary for presentations, such as audio-visual equipment or other supplies are your responsibility. The Society is not responsible for any damage or destruction of the renter's equipment. All equipment owned by you or your vendors must arrive no earlier than the time specified in the <i>Rental Agreement</i> and be removed from the grounds no later than the time specified in the <i>Rental Agreement</i> (with the exception of tents, which may require a longer take-down period).
EXHIBIT AREAS AND COLLECTIONS	Exhibit areas are not included in the rental rate. Access to the Society's exhibit areas may be possible only if docents have been secured. An additional fee will be charged. Please treat our collections and exhibits with respect. Please do not touch, remove, cover or alter our collections or exhibits in any way. No food or drink, outside equipment, or decorations may be taken into exhibit areas.
FIREWORKS AND OPEN FLAMES	Possession or use of fireworks, sparklers, pyrotechnics, firearms, ammunition, and explosives is prohibited on Society property. You may not introduce an "open flame" (candles, lanterns, etc.) into any of the buildings, per local fire department regulations.
FOOD PREPARATION	The Society does not have a commercial kitchen. Only renters of the Meeting House may have access to its small kitchen and bathroom. All areas used for food preparation must be thoroughly cleaned and all excess food removed from the premises no later than 11:00 p.m. the day of the event. Renters may use chafing dishes in the Meeting House and the Phillips Barn. Grills may only be used when under the supervision of the caterer.

FUNDRAISING	Fundraising is permitted only with the Society's prior knowledge and consent.
HOURS	<p>Because the Society is located in a residential neighborhood, it is necessary to minimize any potential noise in the spirit of being a good neighbor.</p> <p>Renters, guests, and caterers must vacate the buildings and grounds by the time specified in the <i>Rental Agreement</i> but no later than 11:00 p.m. Without exception, music and all other loud noise must cease by 10:00 p.m. as a courtesy to our neighbors. Both guests and caterers should be instructed to leave the premises quietly. Your security deposit will be forfeited if this time limit is exceeded.</p>
INDEMNIFICATION	<p>By signing the <i>Rental Agreement</i>, the renter indemnifies and holds harmless the Society, its officers, staff, directors, volunteers and employees from suit, action, damage liability and expense in connection with personal injury, death, property damage, losses, or theft that results from the use of the facilities.</p> <p>The renter also accepts full responsibility and liability for any personal injury or property loss and/or damage to anyone including third parties arising from or in connection with the event.</p>
INSURANCE	<p>Proof of liability coverage is required for all private functions and for non-profit functions serving alcohol.</p> <p>Required insurance certificates must be submitted with the security deposit. Failure to meet this deadline may result in cancellation of the event.</p> <p>Please submit such proof with your security deposit, showing a minimum liability limit of \$1,000,000 and \$2,000,000 general aggregate for <u>the total duration</u> of the rental as stated in the contract, and naming the New London Historical Society as an additional insured, for general and liquor liability.</p>
PARKING	Parking is allowed only on the grounds of the Historical Society in designated areas: 1) in the field just beyond the stone wall at the far end of the road and 2) in front of the Transportation Building.
PAYMENT/REFUND	<p>As a convenience to renters, all charges and fees may be paid via check (personal, bank, or money order) or PayPal. The memo line on checks or PayPal must identify the rental by name and date. No payments will be accepted in cash.</p> <p>Any refund of money paid via PayPal will have PayPal fees deducted.</p>
PERSONAL PROPERTY	The Society assumes no responsibility for guests' automobiles or personal property, whether remaining in an automobile or left in the buildings. The Renter assumes responsibility for any goods or materials that are placed in the Society before, during or after any event.

SECURITY	<p>We require security staff to be on site during events that serve alcohol and which are scheduled until the 11:00 closing time; and at other events at our discretion. This fee will be specified in the <i>Rental Agreement</i>.</p> <p>We may also inspect the premises at any time during an event to ensure that rental terms are being met. Facility caretakers may act to protect the Society’s property, and may request the removal of disruptive guests, call law enforcement and/or terminate the event.</p>
SECURITY DEPOSIT	<p>A security deposit representing 25% of the total rental fee is required for all rentals. This deposit, accompanied by the signed <i>Rental Agreement</i>, reserves the event date. The deposit will be returned in full within 30 days after the event if all conditions are met and no damage has been incurred. The security deposit will be returned, less \$250, if you cancel at least 60 days in advance. (See section above on Cancellation.)</p> <p>Examples of reasons that your security deposit may not be returned:</p> <ul style="list-style-type: none"> • Damage has occurred, such as broken glass or roof shingles. • You have used areas or facilities that were not included in the <i>Rental Agreement</i>. • You or people associated with your event, such as caterers, have used facilities at times that were not specified in the <i>Rental Agreement</i>. • You have not left the rental space in its original condition. • Collections have been damaged. • Extra cleaning has been necessary <p>All renters, including non-profit entities, will be charged reasonable costs for cleaning and/or repair of NLHS facilities if all rental conditions are not met. If damage is deemed excessive, additional charges may be levied.</p>
SET-UP	<p>Society-owned tables and chairs, in both the Meeting House and Phillips Barn, will be made available as stipulated in the Rental Agreement.</p> <p>All other event set-up and break-down is the responsibility of the renter.</p>
SIGNS	<p>The Town of New London prohibits temporary signs on public roads, including the road into our facilities. Balloons or flowers may be tied to the post at the entrance to the Society’s road; these should be removed as soon as possible and may not remain overnight.</p>
SMOKING	<p>Smoking is not permitted in any of the buildings.</p>
TENTS	<p>The Society does not recommend tent companies; however we can provide you with a list of those tent companies that have worked at the Society in the past and are familiar with our facilities and electrical limitations. The tent site must be approved by the Society to insure avoiding any underground hazards.</p>