

Event Rental Contract

Amsterdam Castle LLC is a historic private residence and bed and breakfast located in Amsterdam, NY.

The Kennedy Room is an ornate reception room of approximately 1500 square feet, located on the 1st floor of the castle, with a fire code of 50 person maximum occupancy. The Kennedy Room is accessible by stairs only. The castle has handicapped access and restroom facilities on the main floor only.

Fees: \$75 per hour (setup to cleanup)

Policies:

1. Amsterdam Castle will furnish a clean, empty space. At the end of the event, Renter will be responsible for cleaning and returning the room back to its original condition.
2. Renter is responsible for removing all articles brought in during the rental event. Amsterdam Castle cannot assume responsibility for items left by the renter unless arranged with Susan or Manfred Phemister.
3. All food and drink waste must be removed from the building by the renter.
4. All food, beverage and equipment for the event will be subcontracted by the renter. Renter will also provide Amsterdam Castle with a certificate of insurance proving liability coverage of at least one million dollars in insurance, naming Susan Phemister and Amsterdam Castle as insured.
5. Smoking is not allowed anywhere in Amsterdam Castle.
6. In order to reserve the space for your preferred date and time, a non-refundable deposit of \$100 is due upon signing the rental agreement. The balance is due two weeks prior to your event. Failure to provide payment at appointed times will void the contract. All prior payments will be considered non-refundable. Should severe weather, fire or uncontrolled events such as a power failure necessitate cancellation, your fee and deposit will be refunded.
7. Amsterdam Castle has 12 round tables and 150 white plastic chairs that are available for your use at no charge. Your requested amount of tables and chairs will be placed in the room for you to arrange.
8. Amsterdam Castle is located in a friendly residential neighborhood. All events end at 9pm unless otherwise indicated in the application and with approval by Amsterdam Castle.

9. Amsterdam Castle provides two bathrooms on the ground floor (one with handicapped access).
10. Renter is required to use the building and grounds responsibly and adhere to fire, safety and health codes, including maximum occupancy regulations.
11. Damage and overtime deposit: The damage and overtime deposit is \$300. This deposit is completely refundable within 24 hours of the event if no damage has occurred, nothing is missing and no abnormal or excessive cleaning is required. Damage to furniture and fixtures is the full responsibility of the renter and will be billed accordingly. Overtime accrues at the standard rate of \$75 per hour.
12. Amsterdam Castle reserves the right to refuse entry outside of your scheduled event time.
13. Amsterdam Castle has two guest rooms available for overnight rental and these rooms may be rented to others during your event. Alternately you may also reserve them directly at \$175/night plus tax.
14. Alcohol is permitted, using good judgment. Renter agrees to remove without complaint any detritus related to alcohol consumption, including but not limited to abusive guests. Renter is responsible for policing underage consumption. Any actions requiring Amsterdam Castle to call the police for resolution will result in immediate termination of the event with no refund.
15. You may use the caterer of your choice. Amsterdam Castle does not have a commercial kitchen area for serving or preparing food.
16. Children must remain supervised at all times and in the rented rooms throughout the event.
17. Amsterdam Castle is a private residence with a (spayed) golden retriever and (spayed) cat in the owner's quarters. Amsterdam Castle is not responsible for any guest pet allergies or phobias.

Amsterdam Castle, 49 Florida Avenue, Amsterdam, NY 12010
Tel. 518 843 5201
www.amsterdamcastle.com

Please provide the following information, in addition to signing below:

Contact person:

Preferred phone:

Email:

Date of rental:

Time of rental (setup to cleanup):

Number of guests expected:

Event description:

I agree to pay the following:

\$300 (4 hour rental)

Additional rental time at \$75/hour:

Refundable Damage and Overtime deposit (\$300)

Total:

Less non-refundable deposit: \$100

Balance due 2 weeks prior to event:

Signature:

Date Signed:

Credit Card Number:

Expiration Date:

Billing Address: