

Hinkle-Garton Farmstead  
of  
Bloomington Restorations, Inc.  
Property Rental and Use Agreement

Thank you for choosing the farmstead for your event. All renters must comply with the terms and conditions of this Property Rental and Use Agreement.

The property is in the very early phases of development as a museum and community historic site. Thus not all spaces are available for use at this time due to condition or accessibility, such as the interiors of the outbuildings. Likewise, the second floor of the main house contains the organization's offices and is not available for rental use. The secondary house is a private rental residence, so neither the house nor immediate surrounding yard are to be encroached upon for more than parking in the designated spaces. We appreciate your consideration of these issues and limitations.

The available interior spaces of the main house include the parlor, living room, dining room, sun porch meeting room, and remodeled kitchen and bathroom. The grounds available for use include the yard surrounding the main house, feed lot, and eastside pasture.

**GUIDELINES:**

- 1) Members of Bloomington Restorations, Inc. receive a 10% discount on rental fees.
- 2) Each of the four first floor rooms of the main house will seat approximately 15-20 people without tables.
- 3) A limited number of chairs and meeting tables are available for interior events. Users must furnish all additional equipment needed. Use of antique furnishings in the house is prohibited.
- 4) A restroom and kitchen are available in the house. All fees include access to these facilities. However, use of the kitchen is for staging only (no on-site cooking) due to space and equipment limitations. Users must provide all serving wear, dishes and linens. Use of both facilities is limited to events of 100 or less attendees. Use of the site for larger events will require renters to provide portable facilities or make other accommodations.
- 5) Parking availability will be based on the needs of each event and should be discussed with the site staff.
- 6) Users must provide all audio-visual equipment, including extension cords. Electrical outlets are available within the house but may be limited.
- 7) There is no electrical service at the outbuildings.
- 8) The grounds are inhabited by various animals which may dig holes or tunnels in the ground. Use of the grounds is at the user's own risk. Animals and their habitats are not to be disturbed or endangered by the user or their guests.

**POLICIES:**

- 1) Within the house, no red, purple or orange beverages are permitted for the safety of the furnishings. The distribution of alcoholic beverages within the house must receive prior approval by the site staff.
- 2) Within the house, all decorations must be approved by the site staff. The use of nails, staples, carpet tape, masking tape or any other adhesive is prohibited. Confetti, glitter, birdseed, bubbles or any similar material is also prohibited within the house. Birdseed only may be used on the grounds. Attaching items to outbuildings requires prior approval by the site staff. Pyrotechnics and loud speakers are prohibited at outdoor events without proof of a city permit.
- 3) Smoking is not permitted on or within any portion of the property. The burning of candles, incense or other flammable items is prohibited within the main house.
- 4) Alcoholic beverages may be provided by the User for their guests. However, proof of liability insurance must be provided. It may be obtained through the User's homeowner's insurance or by the caterer/bartender. In compliance with state law, the sale of alcoholic beverages must be conducted by

a licensed caterer/bartender. Copies of all required documents must be submitted prior to the event. Failure to do so will forfeit the User's ability to serve alcoholic beverages.

- 5) The User is responsible for properly cleaning the premises and removing all trash receptacles. The User may elect to bag all trash and have a \$5.00 per bag fee deducted from their security deposit for disposal by the site staff.
- 6) If in the sole opinion of the site staff the facilities are not properly cleaned by the User, a \$20.00 per hour fee may be deducted from the security deposit. Any such charges will be detailed in writing and will accompany the return of the remaining security deposit.
- 7) All materials, equipment, trash and other items pertaining to the use must be removed from the property by Noon the business day following the event.
- 8) Accessibility into the main house or onto the grounds for set up prior or cleaning following the event, must be arranged with the site staff prior to the event. If an extended amount of time is needed, the fee for additional hours may apply.
- 9) Bloomington Restorations, Inc. reserves the right to reduce or waive the rental fees as it deems appropriate on a case by case basis. Posted rates are subject to change at any time.

#### FEE SCHEDULE:

##### House Only

- \$150 for use of the first floor of the main house during regular business hours (Monday - Friday 9 a.m.- 5 p.m., Saturday Noon – 5 p.m.); fee includes use of the kitchen and restroom facilities, and available chairs and tables
- \$200 for use of the first floor of the main house during evening hours (5 p.m. – 11 p.m.) or Sundays; fee includes use of the kitchen and restroom facilities, and available chairs and tables

##### Grounds Only

- \$175 for use of the grounds during regular business hours (Monday - Friday 9 a.m.- 5 p.m., Saturday Noon – 5 p.m.); fee includes use of the kitchen and restroom facilities
- \$250 for use of the grounds during evening hours (5 p.m. – 11 p.m.) or Sundays; fee includes use of the kitchen and restroom facilities

##### House and Grounds

- \$275 for use of both the first floor of the main house and the grounds during regular business hours (Monday - Friday 9 a.m.- 5 p.m., Saturday Noon – 5 p.m.); fee includes use of the kitchen and restroom facilities, and available chairs and tables
- \$375 for use of both the first floor of the main house and the grounds during evening hours (5 p.m. – 11 p.m.) or Sundays; fee includes use of the kitchen and restroom facilities, and available chairs and tables

##### Additional Fees

- All fees are based on a 4 hour rental within the stated time frames. Each additional hour will be \$20.00.
- A \$50 deposit is required to reserve the desired space(s). This amount will be deducted from the total amount due. It is non-refundable after **one month** prior to the event.
- A \$100 refundable security deposit is due, along with half the total rental amount and a signed contract, no less than **one month** prior to the event. Failure to submit both amounts by the deadline may be considered by BRI as cancellation of the event.
- The remaining balance of the rental amount is due no less than **one week** prior to the event.

CONTRACT

User's Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Full Address: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Date(s) requested: \_\_\_\_\_

Event start and end times: \_\_\_\_\_

Use of house \_\_\_\_ Yes \_\_\_\_ No                      Use of grounds \_\_\_\_ Yes \_\_\_\_ No

Additional time requested (User agrees to pay \$20.00 per additional hour requested if applicable):

\_\_\_\_\_

User requests \$5.00 per bag be deducted from the Security Deposit for trash removal \_\_\_\_ Yes \_\_\_\_ No

Other special needs: \_\_\_\_\_

\_\_\_\_\_

User agrees to occupy the Premises at their sole risk and shall indemnify, defend and hold BRI harmless from any and all claims, damages or liabilities for injury to persons or property from their use of the Premises. During the term of this agreement, if any portion of the Premises is damaged by the User or their guests, the User authorizes BRI to use the Security Deposit to cover those damages. In the event the Security Deposit is insufficient to restore the Premises to their present condition, the User agrees to pay BRI, upon demand, such sum as is necessary.

User or Representative

Accepted

\_\_\_\_\_  
Signature

\_\_\_\_\_  
BRI Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\* Office Use Only

Reservation deposit paid: \_\_\_\_\_

Security deposit paid: \_\_\_\_\_

50% rent & contract submitted: \_\_\_\_\_

Rent balance paid: \_\_\_\_\_