



Fairfield Museum

AND HISTORY CENTER

Burr Mansion Facilities Rental Policy and Usage Agreement

In an effort to make events proceed smoothly, the Museum is providing you with the following guidelines for renting the Burr Homestead. Please read them carefully. It is your responsibility to make sure that everyone involved in your event is aware of these guidelines and follows them at all times. These guidelines are not comprehensive and only meant to cover the most important issues.

Renters should be aware of the nature of the spaces they are using. The Burr Mansion is an historic property and is fragile and irreplaceable. The Museum’s primary concern is the appropriate care and safeguarding of the property.

Rental Fees

The Burr Homestead can be rented for a varying number of hours. The set up and break down of the event are included in the hours below, no additional time for preparations or clean up of the event will be given. Any additional time after the scheduled time period will be assessed at \$100 per hour.

	Half Day- 5 Hours	Full Day- 8 Hours	Additional Hours	Weekend- Per Day	Weekly- Non- Profit	Security
Private Resident	\$500	\$800	\$100	\$1400		\$1000
Private Non-Resident	\$600	\$950	\$100	\$1600		\$1000
Commercial Resident	\$550	\$900	\$100	\$1400		\$1000
Commercial Non-Resident	\$650	\$1000	\$100	\$1600		\$1000
Non-Profit Resident	\$300	\$550	\$100	\$750	\$2200	\$500
Non-Profit Non-Resident	\$400	\$650	\$100	\$900	\$2400	\$500
Tent Fee	\$400	\$400		\$400	\$400	

The above fees **INCLUDE** use of the Homestead’s kitchen facilities, tables, and chairs.

The above fees **DO NOT** include costs associated with any special permits, licenses or costs associated with event insurance or renter liability insurance.

Usage Agreement

1. The Renter identified on the last page of this agreement is responsible for ensuring the adherence of this agreement by all individuals, organizations and service providers associated with their event. All communication regarding the use of the Burr Homestead, including payments and insurance certificates, shall be through this individual.
2. The Renter shall work with the Burr Mansion Coordinator in advance of the event to arrange food, beverage and delivery/drop off services as well as any other aspects relating to catering, preparation, set-up, breakdown, planning, and payment for the event taking place at the Burr Homestead.
3. **A rental reservation will only be considered confirmed after the date, time, and guest count are agreed upon by the Museum through its Burr Mansion Coordinator and:**
 - a. A nonrefundable 50% deposit has been received by the Burr Mansion Coordinator at the Fairfield Museum;
 - b. The Burr Homestead Facilities Rental Policy and Usage Agreement has been read, signed and returned to the Museum or Burr Mansion Coordinator;
4. All checks should be made payable to the Fairfield Museum and History Center.
5. The balance of the rental fee is due 60 days prior to the event. The Security Bond and Insurance Certificate are due 30 days prior to the event.
6. The bill must be paid in full 60 days prior to the start of the event unless prior arrangements are made with the Burr Mansion Coordinator. You will not be billed for the balance due – this is your responsibility.
7. Should the event be cancelled, Burr Mansion Coordinator must receive written notification. If the event is cancelled after the rental fee has been paid, 50 percent of the total rental fee will be returned if written notice is received 30 days prior to the event. Should the event be cancelled within 29 days of the event, the balance will be forfeited.
8. A security check in the amount of \$1,000 must be sent 30 days prior to the event. This check will not be cashed, but will be held in your file. If there are no problems, the check will be returned to you within ten working days following the event. This bond guarantees payment of extra hours, unanticipated clean-up and any cost associated with damages that may occur to the Burr Homestead during the time of use.
9. Insurance: 30 days before the event, Renter shall provide and maintain the following insurance with insurance companies licensed to do business in the State of Connecticut. Comprehensive Public Liability Insurance (Bodily Injury and Property Insurance) of at least \$1,000,000.00 Combined Single Limits Coverage that will protect such party from claims which may arise out of

or result from such party's operations under the contract, whether such operation be by him/her or for anyone for whose act he/she may be liable. The Renter will provide the Burr Mansion Coordinator with a Certificate of Insurance naming the Fairfield Museum and History Center and the Town of Fairfield as additional insured.

10. The Renter agrees to pay for all damages to the premises or other property done by the Renter or their guests, members, employees or patrons in connection with the Renter's event, or in any way resulting from the event.

Caterers and Entertainment

11. The Burr Homestead has the capacity to hold 80 guests for a sit down dinner or 125 guests for a party. If you choose to have a tent, 225 guests can be seated comfortably for a sit down dinner or 300 guests can walk around comfortably with a buffet style dinner.
12. If your party exceeds 125 guests, a tent may be erected at the back of the Burr. In addition to the cost of the tent, there will be a \$400 tent fee to cover the costs of repairing the grounds when the tent is removed.
13. If you have a tent, then you must also provide at least one port-a-potty.
14. The Burr Homestead is available for use Monday thru Thursday from 8am to 11pm, on Friday and Saturday from 11am to 11pm, and Sunday's from 11am to 10pm.
15. The Burr Homestead has a limited number of tables and chairs available for use. Arrangements for the rental of additional chairs or tables are the responsibility of the Renter. Any rental tables and chairs must come with protectors on the legs so as not to damage the floors. The equipment available for use is as follows: thirteen 48" round tables, ten 6' long rectangular tables and 80 chairs.
16. In addition to social events, we also welcome children's parties. However, we require that one adult be present and responsible for every ten children.
17. It is the Renter's responsibility to inform the caterer when to arrive so that you are not charged for extra hours.
18. The Burr Mansion Coordinator must be informed prior to the event if food preparation will take place outside on the grounds or if the Burr Homestead's kitchen facilities will be used.

Deliveries

19. All arrangements for deliveries, including set up, catering, floral and breakdown must be cleared in advance with the Burr Homestead Coordinator. The Burr Homestead has a side door marked STAFF. Deliveries may be dropped off the day before the event in this side room. However, the Fairfield Museum assumes no responsibility for items left in this room.
20. All materials occupying rented space must be removed from the premises once the event is over. All tables and chairs must be returned to their proper place, and the building left in the condition

that it was found. At the discretion of the Burr Mansion Coordinator, tablecloths, flowers, decorations, etc. may be left in the Staff Room to be picked up the next day. Any extraneous items remaining overnight, for pick-up the following day, must be stored in an area designated by the Burr Mansion Coordinator.

Food/Food Preparation

21. The kitchen holds a refrigerator, double oven and an eight burner stove for use to reheat food. According to Fire Regulations there will be no cooking, only reheating.

Trash Removal

22. It is the Renter's responsibility to remove all trash, garbage, food scraps, etc from the Burr at the end of the rental period. There is a dumpster at the back of the Burr available for Renter's use.

Cleaning

23. Renters are responsible for leaving all areas used during their event, including kitchen and bathrooms, in a clean and orderly manner. If additional cleaning is required after Renter vacates the property, the costs of that clean up will be deducted from the Renter's deposit.
24. Large events that will require significant clean-up afterwards beyond normal use will be billed \$150 for additional cleaning services.

Bar Services

25. **All bar areas must be closed 30 minutes before the end of the contracted rental period.** The Burr Mansion Coordinator or their designate, however, retains the right to close any/all bar areas earlier. Bartenders must be professional and under the Liquor Liability of the caterer; volunteers are not acceptable in this capacity.
26. Liquor must be served by a caterer with a Liquor Liability Certificate.
27. Requests for a cash bar must be referred in advance to the Burr Mansion Coordinator. If permission for a cash bar is given, it is the responsibility of the renter or beverage service provider to obtain all necessary licenses from the State of Connecticut:

Connecticut Department of Consumer Protection, Liquor Division

State Office Building
165 Capitol Ave
Hartford, Connecticut 06106
Phone: (860) 713-6200
Fax: (860) 713-7235

A copy of the license must then be submitted to the Burr Mansion Coordinator prior to the event or permission to sell liquor will not be given. Please keep in mind the amount of time it takes to process an application for permit.

28. The Liquor Provider is responsible for maintaining the bar; from ordering the glasses, to picking up glasses during the event, to replenishing the supply of glasses at the bar.
29. If wine is being served at the tables, it is the responsibility of the liquor provider to pour the wine, in order to monitor consumption.

Other

30. The Fairfield Museum and the Town of Fairfield assume no responsibility for guests' automobiles or personal property, whether the personal property remains in the automobile or is left in the building. The Renter assumes responsibility for any goods or materials that are placed in the Homestead before, during or after any event.
31. Parking is available on Old Post Road and Penfield Road during both business and non-business hours. During non-business hours parking is also available in the Town Green Parking lot and the Independence Hall Parking lot. Handicapped parking is available on site.
32. Decorations may not be affixed to the walls with tape, tack or wire that may leave permanent marks. The Burr Mansion Coordinator must approve the use of candles. Nothing may hang from light fixtures or sprinkler system pipes. All furniture, equipment or other items must be kept away from the walls. Care should be taken as to not damage any walls or doorways when moving tables or chairs.
33. No confetti, flower petals or birdseed is permitted within the building, steps or driveway.
34. The Burr facilities rented for the evening must be vacated before or by the pre-arranged end-time. All rentals must end no later than the hours listed above (#14). The space rented must be left in the same condition in which it was presented upon arrival.
35. The Museum reserves the right to remove guests for abuse of liquor, disorderly conduct or other similar cause.
36. Smoking and pets are not permitted in the building.
37. Fireworks are not permitted on the Burr Homestead grounds.
38. The laws of the State of Connecticut shall govern the interpretation and application of this Agreement, and any legal action brought with respect to the Agreement or renter's event.
39. Because the Burr Homestead is located in a residential district, it is necessary for the Museum to minimize any potential noise or disruptions in the spirit of being good neighbors. Amplified music inside the building will be confined to the sunroom and is limited to a five hour period. All music must stop by 11:00pm on Friday and Saturday and at 10:00pm on Sundays and weekdays. In all cases, the Burr Mansion Coordinator will determine if conditions associated with the music are within the Town of Fairfield guidelines. Failure to comply will result on the discontinuance of the music.

40. The Burr Mansion Coordinator or designate will be on hand to open and close the building. Her responsibility is to see that all regulations are followed. The Burr Mansion Coordinator has the authority to refuse the continuance of the Renter's right to the property.
41. Police- the necessity for and the number of Police required will be determined by the Burr Mansion Coordinator at the time the application is approved. The Renter is responsible for all costs associated with Police presence.
42. The Fire Marshal must inspect the outdoor cooking arrangements. Should the fire alarm sound for any reason, the building must be vacated until the fire officer determines the building is safe.

Fairfield Museum and History Center
Burr Homestead Rental Usage Agreement
2010

The duly authorized signatures of each party hereby execute this Agreement.

Event Name: _____

Renter: _____
(Person through which all communications should be directed)

Address: _____

Phone #: _____

Date of Rental: _____ **Time: From** _____ **To** _____

Total Number of Hours: _____

Approximate Number of Guests _____

Additional time past the scheduled number of hours will be billed according to the hourly rates listed on the Facilities Rental Usage Policy and Agreement.

**For the Fairfield Museum
and History Center**
370 Beach Road
Fairfield, CT 06824

Renter
I have read and understand the above
Agreement and accept the terms

Date _____

Date: _____