

FACILITIES RENTAL APPLICATION PROCESS

At the time of application, the Renter must provide full information concerning the type and purpose of the event being planned as well as time, date, number of guests; names of caterers, florists, rental companies, or any similar service providers who will be at the Village; and the name of the individual responsible for payment of fees and damages.

Upon approval of application by the Village, conditions of use shall be specified in the Rental Agreement. Reservations are tentative until the Village and the Renter have both signed the Rental Agreement and a security deposit has been received.

The balance of the rental fee is due the day of the event.

Use is restricted as stated in the Agreement. Established time limits must be adhered to and any change must be approved in advance.

One person must be designated as the “responsible party” for the Renter’s rental time. This person must be at the function from beginning to end.

Return completed Agreement and Application (2 pages) by mail to

19th Century Willowbrook Village
P.O. Box 28
Newfield, ME 04056

(207) 793-2784
www.willowbrookmuseum.org

19TH CENTURY WILLOWBROOK VILLAGE

FACILITY AND SITE RENTAL REGULATIONS

Thank you for considering 19th Century Willowbrook Village for your special event. Located in rural Newfield, Maine, the Village is a unique setting for any social or business occasion, from intimate gatherings to sizable celebrations. Your rental of Village facilities supports our efforts to provide engaging exhibitions and community education.

OUR MISSION

Founded in 1970, 19th Century Willowbrook Village is a non-profit organization that collects, preserves, and exhibits historic artifacts and buildings in order to depict rural life in Maine and New England during the 1850s to 1920s and to illustrate the impact of innovation and industrialization during that period.

Through its collections, programs and services, the museum strives to interpret inspire, educate, excite and raise awareness and appreciation of life in rural Maine and New England during the emerging Industrial Age in the Victorian era.

OUR SITE

19th Century Willowbrook Village is a unique and non-traditional space in which to hold an event. Your wedding ceremony or reception, business meeting or retreat, concert or recital, lecture program, birthday party, family reunion or anniversary will be all the more memorable when you hold it at 19th Century Willowbrook Village.

While we are pleased to host events for individuals, businesses, and other organizations, the Village reserves the right to decline an event that is determined to be incompatible with its mission. Please call (207) 793-2784 or e-mail director@willowbrookmuseum.org today to discuss availability, details of your event, or to schedule an appointment to visit the Village.

RENTAL DATES & HOURS

Due to the Village's seasonal operating hours, site rentals are available May through October only. Meetings and other events may be scheduled during the day, 10 a.m. to 5 p.m.; some evening events may also be accommodated. Events may coincide with Village hours, but may not disrupt operations. Set-up may begin at 9:00 a.m. on the day of the event (except for the Sandwich Shop). Clean-up must be finished by 10:00 p.m.

RENTAL RATES

• For-profit Organizations and Individuals	Rate per hour
Inside facilities	\$250.00 for up to 4 hours; \$400 for 5 to 8 hours
Grounds	\$150.00 for up to 4 hours; \$300 for 5 to 8 hours
Meeting Room	\$ 25.00/hr
• Labor Rates	
On-site staff person	\$ 25.00/hr

Discounts are available for non-profit groups and business and corporate level members. Additional fees may apply depending upon specific use of the site. The Renter may choose to pay for admission to the Village for his/her guests. A reduced admission rate of \$6 per person for groups of 25 or more is available.

Hours include set-up and clean-up time. The Village will advise Renter if any staff will be needed for the event, based on what facilities are used, the hours of the event and the number of guests. Village staff will be billed at the per person rate shown above.

A \$100 security deposit must accompany the signed Agreement. This payment reserves the site for the date and time of the event when approved by the Village. Deposits will be refunded only if the event is canceled at least 30 days prior to the scheduled date. The balance of the payment is due on the day of the event before the Renter departs the site.

RENTAL FACILITIES

The Village has both outdoor and indoor facilities available for use.

Events for up to 100 people may be held on the grounds near the Fenderson Schoolhouse, surrounding the Bandstand, or between the Durgin House and the Carousel Building. Larger groups may choose to use the parking lot areas behind the Durgin House. Any chairs, tables, tents, etc. will need to be arranged for by the Renter through outside providers.

Indoor facilities include the Trafton Barn basement and picnic area, the Sandwich Shop and Ice Cream Parlor, and an upstairs meeting space on the second floor of The Shop at Willowbrook. The basement and Sandwich Shop are furnished with picnic tables or tables and chairs and can hold up to 75 people each. The meeting space can hold up to 25 people and is furnished with tables, chairs, a portable lectern, a flip chart easel (client must provide pad and markers), an overhead projector, a slide projector, and a projection screen at no additional charge.

19th Century Willowbrook Village is a significant historic site and an operating museum. In order to safeguard the Village and its collections and to ensure an enjoyable event, the following regulations apply.

- **Supplies and Furnishings**

Supplies and portable furniture for special events may be delivered the morning of the event, and must be removed no later than the following day. The Village is not liable for delivered or stored property. All financial payments for vendor services are the direct responsibility of the Renter. Village property other than unsecured tables and chairs in rented spaces may not be moved, used, or touched, except by Village personnel or by special arrangement.

- **Insurance**

The Village requires an original certificate of liability insurance for the date of the event. This is a standard form provided by insurance companies, typically at little or no cost to you. Individuals may request this form from their homeowner's, renter's, or commercial liability carrier.

A certificate of insurance, showing personal liability coverage with a single limit of not less than \$1,000,000 per occurrence for bodily and property damage resulting from or during the event, must be on file with the Village at least 15 days prior to the event.

This certificate shall insure the user, and shall name 19th Century Willowbrook Village, its trustees, employees, and agents as additional insureds.

- **Financial Responsibility**

The person or organization signing the Agreement assumes responsibility for the conduct of all persons at the event, as well as all financial responsibility for payment of fees and covering any damage or loss of 19th Century Willowbrook Village property occurring, as a result of or during the function, and for any personal injury which may occur during or as a result of such use.

- **Smoking**

Smoking is not permitted inside the buildings of the Village. Red painted buckets hung outside various structures are the appropriate places in which to dispose of cigarettes when using outside areas.

- **Access**

Guests are limited to the areas of the Village designated in the approved Rental Agreement. If a guest wishes to tour any of the Village's buildings or exhibits, a Village admission ticket will be required. (The Renter may choose to pay for admission to the Village for his/her guests. A reduced admission rate of \$6 per person for groups of 25 or more is available.)

- **Parking**

Parking for facility rental guests is available behind the Durgin House. All other areas are for museum visitors only. The Renter will provide information about parking prior to guests' arrival at the Village. The Renter will also provide signage and personnel to direct event guests safely to parking area. In the event that Village staff are needed to direct traffic, an additional \$25/hour fee will be assessed.

- **Decorations**

Tabletop, freestanding and easel-supported decorations are welcome, as are cut flowers. Non-removable tape, staples, tacks, nails or screws may not be used to attach the decorative materials. The use of confetti, birdseed, sand or anything of that nature is not permitted.

- **Advertising**

Please provide a sample of any printed materials listing the Village's name and address to the Director.

- **Alcoholic Beverages**

19th Century Willowbrook Village is not licensed for the sale of alcoholic beverages. Only non-alcoholic beverages may be served.

- **Caterers' Operating Procedures**

The Renter will be responsible for arranging caterers, a clean-up crew and any other contractors (servers, florists, etc.), and for renting tents, linen, tables, and chairs. The Renter agrees to pay the cost of repairing any damage or replacing lost equipment attributed to the caterer.

Catering personnel may use only areas specified by the Village. Anything belonging to the Village may be used only with the approval of Village staff on duty. All items must be returned to their original places by the end of the rental period.

Caterers need to supply all tables, chairs, linens, glassware, china, and other items required to properly service the event. Caterers must remove everything they bring onto the premises, including trash, debris, empty bottles, and unused bags of ice. Unless prior permission is specifically granted, everything must be removed on the same day as the event. At the conclusion of the event, the rooms are to be returned to order. The kitchen and work areas must be left in the condition found; the floors swept or vacuumed.

No open fires are permitted. The Renter is to inform staff if any portable food warming or heating devices will be used.