

**Boughton Place**

150 Kisor Road• Highland, NY 12528

(845) 691-7578• boughtonplace@gmail.com

www.boughtonplace.org

**RENTAL APPLICATION CONTRACT**

*Thank you for your interest in renting one of the venues at Boughton Place! Below please find our fee schedule and rental contract. Feel free to contact us with any questions or concerns.*

**FEE SCHEDULE**

***Immersion programs for groups of 20 or less.*** *(For larger groups, please contact BP Office Manager.)*

**Length of Time Hours Fee**

Moreno Theatre

One day 8am-6pm $200

One day & evening 8am on $250

Two or more days 8am-6pm $175/day

 Two or more days & evenings 8am on $225/day

***Other Theatre Rental***

3-hour rental of theatre $65

***Other rentals***

Large classrooms $15/hr.

**Overnight accommodations** $35/person/night

(Recommended donations) $45/person/night for single room if available

 Linens $5 per stay

*Please note: Daytime rental of the theater is from 8am-6pm. If you would like exclusive use of the theater in the evening, see the above discounted evening fee schedule. We will be happy to notify you if there are requests for evening rentals during your stay to help inform you of a decision.*

*Please save this page for your records*.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

*Please complete this page and submit with your rental deposit*

Name/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person, Telephone, Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Purpose/Event Title & Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated # of Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated # of Cars: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Admission Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_ Food Served? \_\_\_\_\_\_\_\_\_ EIN #?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **DATES** | **DAY HOURS** | **EVENING HOURS** | **AMOUNT OF PEOPLE** |
| Moreno Theater |  |  |  |  |
| Kitchen/Large Classrooms |  |  |  |  |
| Large Room Upstairs |  |  |  |  |
| Overnight Accommodations |  |  |  |  |
| Linens |  |  |  |  |
| Other |  |  |  |  |
| Boughton Place Staff Needed |  |  |  |  |

**Please specify all rental space requests as well as dates, arrival and departures:**

**Feel free to use the other side for more details.**

**DECLARATION OF RESPONSIBILITY FOR THE USE OF BOUGHTON PLACE**

The signer agrees to pay the total from page 2 and to adhere to the following guidelines:

**USAGE**

Renter shall have use of the space within the hours reserved on this form. In the interest of our tenants and neighbors, Boughton Place asks that groups will be quiet after 10 pm.

**PAYMENT, DEPOSIT & CANCELLATION POLICY**

Full or multi-day program rental at Boughton Place requires a $150 depositto secure the agreed date(s) which will be applied towards the overall fees due*.* Final payment is due ***one week prior***to your arrival*.*Cancellations prior to 45 days before the event will result in a full refund; otherwise, deposit is non-refundable. For partial-day programming, payment in full is due ***two weeks before*** scheduled program. Any payments received 15 days after the program will be subject to a $35 late fee. There is a $35 charge due to payments with insufficient funds.

**STAFF**

Under normal circumstances, the site is not staffed. If staff is required for a workshop, there will be an additional charge of $20/hour.

**HEATING AND AIR CONDITIONING**

Each room in the building has individual temperature controls. It is very important that you program each thermostat properly. **Main Theater:** To have the programmable thermostat set for your workshop, please let us know the hours the theater will be in use during your stay. The theater temperature can be manually raised or lowered as needed by workshop leader following the directions that are posted on the wall. If you do manually adjust, please be sure to press the button on the thermostat that says "use schedule" in order to put it back on schedule at the end of the day. **Room behind the kitchen:** There is a manual thermostat on the wall next to the fire alarm panel. If adjusted, please return to a setting of 55 degrees before you leave. **Large Bedroom Upstairs:** There is a manual thermostat located on the wall. If adjusted, please return to a setting of 55 degrees when you leave. **Bedroom behind balcony:** There is a temperature dial located on the baseboard heater. Please follow the directions posted on the wall to your left as you enter the room. **Homestead:** There is a thermostat in the living room and at the top of the stairs in the section of the homestead currently in use.

**CLEANING**

Please stack the theater chairs against the wall between the curtain and bathroom in the main theater room.

After using the kitchen, make sure that all perishable foods are removed from the refrigerator and coffee pots. Dishes, pots and silverware should be cleaned and put away and counter tops wiped clean. Garbage from each room should be placed in the dumpster at the end of main parking lot. Please separate recyclables and place them in bins near dumpster. Place dirty towels, dishcloths and bed linens in the hamper located in the large bedroom. In the event that the site is messier beyond normal wear and tear, a $25 surcharge will be subtracted from your deposit.

**SUPPLIES**

Various closets and cubbies are used for storage and are not available to the public. The use of psychodrama or playback props may be approved only with prior permission.

**ADDITIONAL INFORMATION**

Make sure all windows are closed, all doors locked, air conditioners turned off in hot weather, heat turned down to 55 degrees in cold weather, and all separate thermostats set appropriately.

A list of important phone numbers is posted in the kitchen along with a flashlight and first aid kit for emergencies.

**HOLD HARMLESS AGREEMENT**:

I and my group agree to indemnify and hold harmless and defend Boughton Place, its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me or my group as a result of the use of the Moreno Theater building, the Homestead, and their adjoining property. At the Board of Directors’ discretion, applicants may be required to provide proof of adequate insurance naming Boughton Place and the Board of Directors as an additional insured prior to use of our facilities.

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Print Name Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Enclosed/ Check # or PayPal Receipt #

Please make check payable to **Boughton Place** and mail to 150 Kisor Road, Highland, NY 12528

or make payment via PayPal to boughtonplace@gmail.com.