SONNENBERG GARDENS & MANSION STATE HISTORIC PARK

Private Event Rental Contract – Carriage House or Mansion

To reserve a date and time for your event, please fill out and sign this contract and mail it with your deposit. Checks should be made out to **Sonnenberg Gardens**, 151 Charlotte St., Canandaigua, NY 14424

Date of Event: _____ **Start time:** _____ **EST#** of guests _____

Code Glossary: **B** = business, corporate; **NP** = Non-profit 501c3 only; **FF** = Friends/Family

All deposits are **half-down** of the total contract rental price and are **NON-REFUNDABLE.** The Carriage House accommodates up to 72 people seated or 99 people cocktail party style. The Mansion can also accommodate 72 people seated or up to 150 cocktail party mingler style.

_____ Carriage House full-block event use - 5-hours (B/FF: $750; NP - $375)
_____ Carriage House hourly use (2 hour min.) (B/FF: $175/hour; NP $100/hour) +*
_____ After-hours Mansion Dining Room and/or Bower for 40 or less, 4-hour block ($1,250)+*
_____ After-hours Mansion Cocktail Party-style Mingler for up to 72 guests; 3 hours ($1,100)
_____ After-hours Mansion Hourly use (B/FF $500/first hour, then $300 add'l; NP $250/first, $150 add'l)
_____ After-hours Wine Center Cocktail-style event for 50 or less, Garden Season Only, 3 hours ($750)
_____ Carriage House Off –Season Events, flexible times, 5-hour block $400+***** or $100/hr.***** with 2 hr. min.
*****=PLUS Catering Site Fee for all catered events during Off-Season of $25 hr./staffing/security fee.
_____ Customized Private Rental Package of $ _____ for _____ site(s).

*** I, _____ understand that if I or anyone associated with my group cancels the scheduled event, the _____deposit paid is **non-refundable**. I understand that if I postpone or move the date of my event more than two weeks after the deposit has been received to formally hold my booking, I will be responsible for an additional $75 administrative fee to do so. I understand the balance of my rental fee must be paid thirty (30) days prior to my event.

I further agree that:
If I am hosting a catered event, my caterer must be from Sonnenberg's approved vendor list (online at the wedding pages) or my caterer must be approved by Sonnenberg Gardens after a site visit and receipt of qualifying documentation prior to booking my event. I understand that there may be restoration/renovations occurring on the property that may affect the appearance of certain areas of the estate, and that Sonnenberg makes no guarantee of the appearance of any area, nor guarantees the location available for a private family, business or non-profit event in the case of unforeseen rain or other inclement weather. I understand that multiple events may be held at Sonnenberg on any given day, and that Sonnenberg, as a state historic park, is open to the public, and there is no guarantee of privacy. I understand Sonnenberg reserves the right to change, without notice, any policy or procedure that has been communicated either orally or in writing. I agree to hold Sonnenberg harmless from any liability resulting from acts of omission of Sonnenberg Gardens and Mansion State Historic Park, their agents, employees, independent contractors, visitors or other persons acting on their instruction or with or without their consent.

_____
Name of Company, Organization or Friends/Family Function (if applicable)

_____ _____ _____
Printed Name, Designee/Contact Signature Date

_____ _____
Street Address Primary Phone Number

_____ _____
City, State, Zip Alternate Phone Number or Cell/Mobile

_____
Email Address:

For Office Use Only

By signing below, Sonnenberg Gardens & Mansion SHP acknowledges receipt of the **non-refundable** _____renter's deposit reserving the time/date of _____ for the event listed above. The deposit is applied towards the event's total site fee.

_____ _____
Signature of Sonnenberg Gardens & Mansion SHP Representative Date