

GUIDELINES FOR RENTAL OF HALE-BYRNES HOUSE
Delaware Society for Preservation of Antiquities/ State owned property

General Guidelines

1. \$25.00 per hour with minimum of 3 hours, payable in advance to D.S.P.A .
with signed contract. 48 hour cancellation policy with fee returned.
2. Fee for access to building day or evening before for decorating, etc. at \$25.00 per hour, with no minimum.
3. Maximum number in attendance for indoors events is 30. Maximum number for terrace and lawn-based events allows for greater numbers.
4. Event planners must furnish any extra chairs over number in house.
5. Area available: First floor with minor use of kitchen, plus terraces and lawn.
6. Kitchen to be used for serving only, not preparing, light refreshments
7. May use kitchen oven for warming only. Own coffee maker and crock pot, etc. may be used. Must furnish own ice, ice chest, table linens and service items.
8. Young children must be controlled at all times. No playing on stairs or with furnishings, etc
9. A representative of DSPA must be on site at all times.
10. Board representative will discuss house history if desired.
11. All guests must sign guestbook
12. Renters must take all trash with them, leaving house clean and neat
13. No decorations attached to walls, photos, furniture, etc.
14. **NO ALCOHOLIC BEVERAGES MAY BE SOLD AT THIS EVENT. NO SMOKING**

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AGREEMENT TO RENT HALE-BYRNES HOUSE

DELAWARE SOCIETY FOR THE PRESERVATION OF ANTIQUITIES

agrees to rent said house to

Print Name: _____

following attached rules, for period and purposes specified below.

I (we) agree to rent said property

On _____

for _____ hours at a rate of \$25.00 (twenty-five) per hour, (min. 3 hrs.)

for the purpose of _____ . Agreed fee to be paid in

advance of use.

Fee refundable with 48 hours notice before event.

I (we) agree to abide by attached rules.

Signed _____ Date _____

Address _____

Phone Number _____

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DIVISION OF HISTORICAL AND CULTURAL AFFAIRS

SPECIAL USE PERMIT

REQUESTING ORGANIZATION: _____

EVENT: _____

DATE OF EVENT: _____

TERMS AND CONDITIONS AGREEMENT

The State of Delaware Department of State, Division of Historical and Cultural Affairs, hereinafter known as the "Division," is responsible for the management, operation, and stewardship of certain historic properties, including the **NAME OF PROPERTY**, hereinafter known as the " Hale Byrnes House ." State historic properties are irreplaceable public assets and must be secured for future generations through protection and preservation as well as their use and enjoyment. Such properties may be made available for special events and group activities. These activities must meet guidelines, criteria, and rules and procedures established by the Division.

THEREFORE, be it understood and agreed upon, the following guidelines clarify responsibilities for both the Division and the

- **Indemnification** - The above mentioned organization indemnifies Delaware Society for Preservation of Antiquity, the State of Delaware, the Department of State, Division of Historical and Cultural Affairs, or any of its employees for any and all claims arising from this event.
- **Insurance Coverage** - The organization shall provide a minimum liability insurance coverage of \$500,000, retained for the event. The Department cannot be named as "additional insured" on any of said insurance policies. Nothing contained herein shall be construed or deemed to be a waiver of the Sovereign Immunity of the State of Delaware. Proof of insurance coverage must be provided to the Division 10 days prior to the event. Failure to fulfill this requirement will result in cancellation of the event.
- **Event Area** - The designated event area shall be determined and agreed upon by the Permittee and the Division's Planner prior to final authorization.
- **Division Rules and Procedures** - Rules and procedures of the Division of Historical and Cultural Affairs unless specifically exempted or otherwise noted

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shall be observed by the Permittee, employees, agents, or contractors. Alcohol usage is prohibited. Campfires, torches, and other live fire activities are prohibited, except with the written approval of the Planner. **Demonstrations with gun powder or live ammunition are prohibited.**

- **Laws** - The Permittee shall comply with all applicable laws, rules, orders and regulations of the federal, state, and other governmental authorities.
- **Maintenance** - Permittee shall maintain the event area in a clean and satisfactory manner during the event. The event area shall be left in as good a condition as it was delivered at the commencement of the event.
- **Trash Receptacles** - Permittee shall provide adequate dumpsters or trash containers with liners at their own expense and must arrange for delivery and pickup agreeable to the Division. Removal of trash from the Mill shall be the responsibility of the Permittee unless other arrangements are made with the Division's Planner.
- **Public Access** - There shall be no interference with nor any attempt made to prevent full and free access to the historic property or neighboring properties by other visitors.
- **Access Restrictions** – N/A.
- **First Aid** – First Aid shall be provided by the Permittee, including ambulance service, if deemed necessary by the Division's Planner.
- **Drinking Water** – Permittee shall be responsible for providing fresh drinking water for event participants.
- **No Assignment** - Permit shall not be assigned to any other person or group.
- **Signs** - No signs, advertising, tents, trailers, canopies may be posted or located except with the Planner's written approval.
- **Special Prohibitions/Precautions** – Please note the following prohibitions:
 - The use of paint or other permanent substances to mark streets, parking lots, grass, etc. is prohibited.
 - The use of tape, wire, nails, etc. to adhere signs, balloons or other materials to street lights, trees, benches, signs, fences, buildings, etc. is prohibited.
 - Tent supports or other ground penetrations are not permitted without written permission and approval of Miss Utility.
- **Permit Limits** - This permit grants no privilege other than that specifically mentioned herein.

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- **Responsibility to Inform Participants** - It is the responsibility of the event organizer or sponsors to inform participants of applicable rules, regulations, procedures, and terms of this agreement.
- **Advance Preparations** - All activities and arrangements for advance preparations with the above named applicant shall be at the direction of the Planner.
- **Advertising Approval** – The Permittee will coordinate with and obtain approval from the Division on wording, design and media placement for advertising and public relations associated with the event.
- **Termination** - The Division's Planner may terminate without prior notice the activity when she deems necessary for the safety of the public, for the protection of the resources, or for the violations of any rules or procedures of the Division of Historical and Cultural Affairs, or conditions of this permit. In addition, any event may be cancelled without prior notice in the event of a natural disaster or unforeseen emergency.
- **Existing Conditions** – See above. Page One.

OTHER SPECIAL CONDITIONS

This permit grants no privilege other than that specifically mentioned herein.

Date

Planner/Signature

Date

Authorized Representative/Signature