



A.W. PERRY HOMESTEAD MUSEUM RESERVATION APPLICATION

The guidelines outlined below will answer many of your questions about the use of this site for special events. Reservations will be made only after the renter has read, agreed to abide by and signed the contract, and paid the rental fees. Restrictions may apply. Rental of the grounds does not mean exclusive use of the entire Museum or its other facilities. *The A.W. Perry Homestead Museum is first, and foremost, a historic house museum.* There are some rules that you may not encounter at other rental facilities. EVERYONE involved in the event is expected to follow the rules and requests of the Museum staff. Please give serious consideration to our rules and policies before making your reservation. If you have any other questions or wish to reserve the site for your event, contact the Facility Rental Coordinator at 972-466-9816.

Areas Available to Rent

(Ideal for: Weddings, family reunions, corporate celebrations, commercial photography and special programs)

Areas available for reservation are outside of the structures and therefore are not climate controlled and are exposed to the elements. We recommend renters have a backup plan for outdoor functions. Museum exteriors and grounds are available for reservation only during the months of **March through October**. The interiors of the Museum and barn are NOT available for rent.

Wrap-around Veranda and Front Yard and Grounds Surrounding Barn

Capacity: up to 100

Fees: \$200 for 3 hours, \$75 for each additional hour

Facility Deposit: \$150 (Refundable pending any damages and clean-up from event)

All fees including deposit are due upfront

Guidelines

- At least one staff member of the Parks and Recreation Department must be on-site during the event.
- Use of nails, stickpins, tape, paint or any other material that could have irreversible effects on the Museum building is not allowed.
- Open flames, including candles are not allowed.
- All decorations must be removed from the Museum at the end of the event. Failure to remove decorations/signs at the end of the event will result in the loss of the refundable deposit.
- The person renting the grounds is expected to inform Facility Rental Coordinator of their decorating plans one (1) week prior to the event.
- Use of tents or other equipment is subject to approval by the Curator.
- Supplies and portable furniture for special events cannot be delivered before your scheduled rental time and must be retrieved immediately following the event within the time limits set in the rental agreement.
- Storage is not available.
- Decoration and clean-up must be done in the period allotted on your rental agreement since due to multiple events scheduled on the same day/time.

- The Museum may be used as a backdrop for photos/video prior to and during your reservation at no additional charge. However, no images are allowed to be taken inside the structure. Please contact the Facility Rental Coordinator to schedule a photo shoot prior to your reservation.
- Taped music or small acoustical combos will be allowed. A string quartet, harpist or strolling violinists ideally fit the atmosphere of the house. (*Use of a DJ is not permitted nor is amplified music*) City of Carrollton noise ordinance restrictions must be strictly followed. The renter and musician must agree that the volume will be immediately lowered upon request of the Museum or other City of Carrollton staff.
- In the case of an event sponsored by a corporate or non-profit entity, the Museum requires coverage of your activities at the Museum by general liability insurance. Proof of insurance must be submitted prior to the event.
- It is highly recommended that you plan for inclement weather and either reserve an indoor space elsewhere and/or rent a tent.
- Events are scheduled outside of the Museum's regular hours and the interior will not be accessible during your event.
- There are no rooms or spaces available inside the Museum or on the site for changing or styling.
- There are only 20 parking spaces in our lot, including two handicap spaces. Parking along the curb on the west side of Perry Road is permissible. As a courtesy to the Museum's neighbors, parking for rental events on the east side of Perry Road or in front of homes on adjacent streets is not allowed. Double parking or parking in any undesignated areas in our parking lot is not allowed. You are responsible for communicating this to your guests in advance.
- No climbing, sitting or standing on fences, trees or outbuildings.
- Approval to serve alcoholic beverages must be requested by submitting an **Application to Serve Alcohol** at the time the facility is being reserved. An additional deposit of \$200 is required for events where alcohol is served. Alcohol may only be brought to the Museum by a caterer, contractor, vendor, concessionaire appropriately licensed by the Texas Alcoholic Beverage Commission (TABC). Additional requirements are outlined in the **Application to Serve Alcohol**.
- A Special Equipment Deposit of \$100 is required when using portalets, large tents, bounce houses, or other large structures in city parks. A copy of the rental company's liability insurance should be submitted with the deposit.
- Vehicles are not allowed to drive on our parks. The equipment/decorations must be transported to the preferred location by a dolly or some means other than a motorized vehicle.
- If damages occur beyond the amount of the damage deposit, you will be held responsible for the difference.
- The renter is responsible for all clean-up and related items. Trash must be bagged and left in the designated area. PARD staff will inspect the area after the rental is complete. Failure to clean-up or remove your items, personal, rented or otherwise, will result in staff time being deducted from the security deposit at the rate of \$25 per hour for clean-up.
- All renters agree to pay for any damage done to the facility or grounds by themselves, their guests, caterers, or employees during or pertaining to their rentals. If damage should occur, notification will be given to the renter as soon as damages have been determined. If repairs or clean-up by Museum staff is required the renter will be financially responsible for the cost of the repairs or clean-up not covered by the deposit.

Facility Rental Refund Policy

1. Within (3) days of purchase (BUT less than 10 days before event), 100% of deposit with rental fee will be refunded/credited less the \$5 administrative fee.
2. Up to (11) days before event, 50% of deposit with rental fee will be refunded/credited less \$5 administrative fee.
3. Within (10) days of event, no refund/credit of deposit will be given. Rental fee will be returned less a \$5 administrative fee.
4. Refund checks/credits are made the Monday following your rental pending there were no issues with the property during the rental. For renters paying with cash or check it can take up to 30 days before you

receive your check and it will be mailed. Please make sure we have the correct address when completing your paperwork. For renters paying with credit/debit cards it can take 7-10 business days before you see the credit back on your card. If for any reason you will not be receiving your deposit back the Facility Rental Coordinator will contact you to discuss the reason why.

Commercial Photography

The Museum grounds may be used as a backdrop for commercial photography. All site rental fees and guidelines will apply. Additional permission must be obtained in advance if any image of the Museum or outbuildings is used for promotion of the project. Permission will not be granted for images to be used as a symbol or logo. The Museum will be presented with a copy of the final work.

Commercial Photography Fees

\$200 for 3 hours; 3 hour minimum

\$75 each additional hour

\$500—10 hour day rate

Non-Commercial Photography

For an annual fee of \$75 professional photographers may use the Museum as a backdrop for their business, to shoot family portraits or non-commercial images. Professional photographers must schedule their appointments with Museum staff to ensure there is no potential conflict with other renters, scheduled tours, or educational programs. After paying the annual fee a professional photographer may utilize the Museum as a backdrop. The Museum often schedules tours, programs and site rentals outside of its regular posted visitor hours, so it is imperative for photographers to schedule their photo shoots ahead of time with the staff to avoid potential conflicts. **A separate Professional Photography Membership application is required.**

Office Use Only
Date Received: _____
Received By: _____
Contract Executed: _____
App. To Serve Alcohol: _____
Deposit Received: _____
Rental Fees: _____
Decorating Plan Rcvd: _____
Payment Method: _____



CARROLLTON

T E X A S

A.W. Perry Homestead Museum Reservation Contract

Location: 1509 N. Perry Road Carrollton, Texas 75006

Mailing Address: A.W. Perry Homestead Museum P.O. Box 110535 Carrollton, Texas 75011-0535

Facility Rental Coordinator: 972-466-9816

Today's Date: _____

Name: (Please Print)	Title: (if applicable)
Organization:	Phone:
Email:	Address:
Event Occasion:	Event Date:
Rental Time:	# of Guests:

Rental Space	Max Occupancy	Fees	CK #
Wrap around Veranda and Front Yard (\$200 for 3 hours, \$75 for each additional hour)	100		
Barn and surround grounds (\$200 for 3 hours, \$75 for each additional hr.)	100		
Deposits			
\$150 Facility Deposit			
\$200 Alcohol Deposit (Application to Serve Alcohol Required)			
\$100 Special Equipment Deposit (tents, bounce house, portalets, etc.)			
Commercial Photography			
\$200 for 3 hours, \$75 for each additional hr.			
\$500 for 10 hour day rate			
Total of all Fees and Deposits:			

APPLICANT AGREES TO ABIDE BY THE FOLLOWING:

- The interiors of the Museum and barn are NOT available for rent.
- All areas available for reservation are on the exterior of the structures and therefore are not climate controlled and are exposed to the elements. The City of Carrollton recommends renter to have a backup plan for outdoor functions.
- Museum exteriors and grounds are only available for reservation outside of the Museum's regular visitor hours.
- Smoking on the Museum grounds is not permitted.
- It is unlawful to sell or offer for sale any food, drinks, confections, merchandise, or service, unless such person has a written agreement or a permit issued by the Parks and Recreation Department. (City Ordinance #11A-5 (16).)
- The Museum representative is permitted the authority to determine unacceptable behavior of individuals while on the premises, with the right to cancel reservations or request an offender to leave.
- Applicant agrees to abide by all City, State, and Federal laws.
- Use shall be denied for those violating City Ordinances and Policies.
- Parks is free. The parking lot has a maximum capacity of 20 spaces.
- Use of nails, tacks, staples, tape or adhesives of any kind is prohibited.
- Open flames are not permitted, including candles.
- Birdseed may be thrown outside but not rice or confetti.
- The person renting the grounds is expected to inform the Facility Rental Coordinator of their decorating plans one week prior to the event.
- Renter is responsible for all set-up and clean-up and must be done within the rental time allotment.
- Service Personnel: If rental equipment (tents, chairs, tables, etc.) will be used, persons renting the Museum grounds must sign the equipment rental company agreement form and forward proof of insurance two weeks before rental date.
 - Number of Guests: Theater style seating (wedding, recital, etc.) is 100 person maximum.
 - Facility Deposit & Rental Fees: Reservation dates are received on a "first come, first serve" basis. Your Facility Deposit and Rental fees are due in full upon reservation to hold your date. The deposit will not be applied to the rental fees and is refundable pending any damages and all rules are followed.
- Refunds/Cancellation
 - Within (3) days of purchase (BUT less than 10 days before event), 100% of deposit with rental fee will be refunded/credited less the \$5 administrative fee.
 - Up to (11) days before event, 50% of deposit with rental fee will be refunded/credited less \$5 administrative fee.
 - Within (10) days of event, no refund/credit of deposit will be given. Rental fee will be returned less a \$5 administrative fee.
 - Refund checks/credits are made the Monday following your rental pending there were no issues with the property during the rental. For renters paying with cash or check it can take up to 30 days before you receive your check and it will be mailed. Please make sure we have the correct address when completing your paperwork. For renters paying with credit/debit cards it can take 7-10 business days before you see the credit back on your card. If for any reason you will not be receiving your deposit back the Facility Rental Coordinator will contact you to discuss the reason why.

To secure your date the Facility Rental Coordinator must receive:

1. Completed and Signed Contract
 2. Applicable Facility Deposit(s) & Total Rental Fees; payable to the City of Carrollton
- *I have received, read and agree to comply with all of the Guidelines for Special Events. Failure to follow guidelines and/or any request of Museum staff may result in total forfeiture of renter's deposit.*
 - *I agree to indemnify the A.W. Perry Homestead Museum and agree to be solely and absolutely liable with all respect to any of my guests that may arise from use of the Museum by myself or any of my guests.*

Signature: _____ Date: _____