



## THE OLD STONE HOUSE OF BROOKLYN & WASHINGTON PARK RENTAL FAQ

The Old Stone House is located at 336 Third Street in the center of Washington Park/J.J. Byrne Playground. The park stretches from Third to Fourth Streets, between Fourth and Fifth Avenues. In addition to the building, the park's North Garden (3<sup>rd</sup> Street) and Café Table (4<sup>th</sup> Street) areas are separately available for rental.

### OLD STONE HOUSE

Host your next event in the Great Room, a welcoming space on the 2nd floor of the historic Old Stone House. The Great Room is ideal for kids' parties, weddings, concerts, lectures, bar mitzvahs and more. The first floor Gallery may be rented in conjunction and the space may be expanded with an exterior tent as well.

#### Capacity

60 seated, 80 standing  
110 cocktails/buffet  
175

Great Room (not handicapped accessible)  
Great Room + First Floor Gallery (handicapped accessible)  
Great Room + Gallery + Tent (provided by an approved supplier)

#### Amenities

- House rentals include use of:
  - Full size refrigerator
  - Microwave
  - A 30-cup coffee urn
  - Four 6' tables
  - 50 folding chairs and 12 wooden benches in the Great Room
  - Insulated metal beverage bucket for wine, etc.
  - i-pod hook up w/speakers (does not include a charger)
  - A PA system is available to rent for an additional \$100
  - Bathroom (not handicapped accessible)

The small 2nd floor mezzanine bathroom should suffice if 50 people or less are at the event. If more than 50 people attend, the outdoor bathrooms (ground floor, south) will be unlocked for your use. OSH's housekeeper may be hired for an additional fee, based on availability, to attend the public outdoor bathroom if that is a concern. Outdoor bathrooms are handicapped accessible.

#### House Rules

- User understands that OSH is a museum and, as such, must be treated with respect. Care must be taken in the first floor Gallery to not disturb, change or alter the exhibits in the course of setting up for an event, as well as in the Great Room if there is an exhibit in the space at the time of your event.
- If you hire a catering company that will be staffing your event, and/or party rental company, vendors must supply a copy of their insurance certificate naming the Old Stone House, the Historic House Trust and the New York City Department of Parks and Recreation as additional insureds.
- Parents or legal guardians must be present for the duration of any event planned for children.
- If an outside rental company is being used, **rented equipment must be delivered and picked up on the day of the event.** You will incur an additional charge from the Old Stone House, and probably from the rental company as well, if not.

- OSH will provide premises “broom clean.”
- User is responsible for final cleanup and removal of debris, and must leave the premises in the condition found.
- Neither alcoholic beverages nor food may be sold on these premises unless necessary licenses are on file with OSH.
- Games of chance are not allowed.
- Dogs are not permitted anywhere inside the House or on the grounds.
- Smoking is not permitted anywhere inside the House or on the grounds.
- The use of stickpins, tape, or any other material that damage walls is prohibited. Artist or painters tape may be used to put up decorations.
- User will not engage in any unlawful activity on site.

Availability and Rates

Weekends 11-4 (Great Room only during public hours)	\$350 for 4 hour minimum \$100 each additional hour
*Security deposit	\$250 refundable
*Cancellation fee	\$50 after contract signing; \$100 if less than one month before event; \$350 if less than two weeks before event
Evenings and Large Events (Gallery, patio, kitchen garden)	\$1,000 non-refundable flat fee \$100 each hour you use the space

The Rental period includes User setup and cleanup. The signed contract, rental fee and security deposit (public hour rentals) are due within two weeks of mailing of contract. Payment for the full estimated duration of the event is due two weeks prior to event. Overtime payment due before User departs the site on the day of event. Additional fees may apply depending upon specific use of the site.

\*The security deposit will be applied to any loss, damage, or expense sustained from User’s rental of the Old Stone House. Full deposit will be refunded within 5 days of rental provided User leaves the premises in the condition found. Security will be not be refunded if event is other than agreed upon herein or if there are infractions of rental rules.

The User is financially responsible for any damage or loss to the Old Stone House property, and for any personal injury to User or its invitees occurring as a result of or due to this event, except if arising out of the negligence or willful misconduct of Old Stone House or its employees or agents or out of an existing condition in the structure of Old Stone House. The Old Stone House is not responsible for the loss of personal property. It is recommended that the User purchase event insurance if planning a large event. This contract shall be governed by the laws of the State of New York without regard to the conflict of laws principles.

## CAFÉ/GAME TABLES (4<sup>th</sup> Street)

### Capacity

Up to 30 people

### Availability and Fees

Hours: 9-1 or 2-6 Every day

\$25

### Amenities

Six concrete game tables with three or four stationary chairs each

Public bathrooms at south side of Old Stone House

## NORTH GARDEN/PICNIC TABLE (3<sup>rd</sup> Street)

### Capacity

Up to 30 people

### Availability and Fees

Hours: 11-3 Saturdays and Sundays

\$25

### Amenities

One wooden picnic table with two attached benches

Public bathrooms at south side of Old Stone House

## CAFÉ TABLE & NORTH GARDEN RULES

- All fees are non-refundable and non-transferable. There is no indoor option in the event of inclement weather.
- YOU MUST BRING TRASH BAGS AND CLEAN UP AFTER YOUR EVENT.
- Please respect the garden spaces and remain on the wood-chipped areas. Entrances and pathways may not be obstructed.
- No amplified sound, vehicles, open flames, grilling, alcohol, smoking or vending permitted.
- No risers, platforms, stages or tents.
- No mechanical, inflatable, horse/pony rides, or petting zoos.
- Dogs are not permitted.
- No water or electricity provided. There are outdoor public drinking fountains.
- No admission fee may be charged.
- No extra tables allowed.