



## THE OLD STONE HOUSE OF BROOKLYN & WASHINGTON PARK

### RENTAL RULES

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. Our rental options are ideal for kids' parties, weddings, concerts, lectures, bar mitzvahs and more.

#### **Capacity**

50 seated, 80 standing	Great Room (not handicapped accessible)
110 cocktails/buffet	Great Room + Museum Floor (handicapped accessible)
150	Great Room + Museum Floor + Patio (w/ tent from approved supplier)

#### **Amenities**

House rentals include use of:

- Full size refrigerator
- Microwave
- A 30-cup coffee urn
- Four 3'x 6' tables
- Fifty metal folding chairs
- Insulated metal beverage bucket for wine, etc.
- i-pod speaker (with AUX and charging cables)
- PA system is available to rent for an additional \$100
- Mezzanine 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 public 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 outdoor bathroom if that is a concern. Outdoor bathrooms are handicapped accessible.

#### **Availability and Rates**

Great Room:

Available weekends 11 am – 4 pm (during public museum hours)

\$450 for 4 hour minimum + \$100 per additional hour + \$250 refundable security deposit

Rental period includes user setup and cleanup.

The full rental fee + \$250 refundable security deposit are due at signing.

Cancellation fees: \$50 after contract signing; \$100 less than one month before event; \$350 less than two weeks before event

Full House:

Available weekends, and evenings after 4 pm

\$1,500 non-refundable flat fee + \$100 per hour you use the space + \$250 refundable security deposit

Rental period includes user setup and cleanup.

\$1,500 non-refundable rental deposit + \$250 refundable security deposit due at signing.

Any remaining rental fees are due 2 weeks before the event.

Cancellation fees: \$100 after signing contract/paying deposit, \$250 less than 1 month before the event, \$500 less than 2 weeks before the event

Any overtime hourly fee (\$100 per hour) is due before the renter departs the site on the day of the event.

Your signed contract, rental deposit, and security deposit are due within two weeks of receiving the 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 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.

### **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.
- 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.
- Approved rental suppliers (tent, extra tables/chairs, linens, flatware, etc): AZ Party Rentals or Everything Entertainment, Inc.
- 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 (except service animals).
- 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.