



# **Stinson House and Gardens Rental Policy and Procedures**

Friends of the Arboretum  
P.O. Box 1395  
Quitman, TX 75783  
903-466-4327

## **Rate Schedule and Fees**

- Stinson House (includes lower level of the house, porches, kitchen area, and yard area inside the picket fence) - \$250.00 for up to four hours, including set up time, event time, and clean up time.
- Garden area (includes all areas outside the picket fence) - \$250 for up to four hours, including set up time, event time, and clean up time
- If beer or wine will be served, add the cost of hiring a certified Wood County police officer.
- \$50.00 for each additional hour
- A refundable \$150 security deposit is required for all events.

## **Terms of Use**

- 1) Use of the house and gardens are restricted to the hours between 9:00 AM and 9:30 PM. The house and grounds are not available for rental on the following holidays: Easter, Thanksgiving, Christmas Eve, Christmas Day, New Year Eve, New Year Day.
- 2) Renters agree to comply with all City of Quitman, state and federal laws, including Internal Revenue Service regulations for collections of fees and refunds, Texas Alcoholic Beverage regulations for liquor licenses and all other regulations and legal decisions related to serving of alcoholic beverages.
- 3) Consumption of beer and/or wine at any event in the Stinson House is with the approval of an Executive Director of FOA and with a signed contract for the event. Contract will be accompanied by appropriate deposit and fee for the presence of a certified Wood County peace officer, or officers, as deems necessary by FOA.

- 4) Any beer and/or wine consumption outside of Stinson House, in the designated yard area, is only allowed with the approval of the President of Friends of the Arboretum executive board.
- 5) The total number of people allowed in the house at any one time is limited to 100, the total number allowed on the grounds is limited to 250.
- 6) The standard rental agreement does not include the use of the upstairs. In any event, this area is to remain off-limits to the public. A special arrangement may be made for private bridal use.
- 7) FOA must approve the use of any electrical equipment to be used in conjunction with the rental. Specific electrical restrictions apply.
- 8) A \$150.00 security deposit is required along with a signed contract and the appropriate fee for security to reserve space. The security deposit is a separate fee from the rental fee and security fee, and is refundable after the event, if all conditions of the contract are met. Rental fees are due fourteen (14) days prior to the rental date. Rentals will not be allowed to proceed without payment.
- 9) In the event of cancellation, written notification is required fourteen (14) days in advance of the rental date to receive full refund of the security deposit and any paid rental fees, less a \$20.00 administrative fee. Cancellation after that day will result in forfeiture of the security deposit. Any paid rental fees will be refunded upon written request to Friends of the Arboretum.
- 10) Contracted time is strictly enforced due to scheduling of personnel. If circumstances force additional time beyond that stipulated in the contract, additional charges will be accrued at the hourly published rate.
- 11) Renters are responsible for taking down and stacking all rental equipment immediately after an event. All garbage must be bagged and placed in the dumpster located in the area by the restrooms in Jim Hogg City Park. Under no circumstances should food, beverages or dirty dishes be left overnight in the building or on the property. Failure to comply with this condition can result in the forfeiture of all or part of the security deposit.

- 12) No property (chairs, tables, couches, etc) may be moved or used without written approval of FOA at least two weeks prior to the rental date.
- 13) All decorations, props, banners or platforms to be used for functions, including table decorations, must be approved by FOA. Wax candles, helium, marbles, roller skates, confetti, rice, decals, stickers, permanent tape and similar matter are strictly prohibited in the house. However, birdseed may be used outside of the house in the lawn area.
- 14) FOA personnel and security personnel are present only to provide protection for the building and its contents. FOA personnel or security personnel are not allowed to carry equipment or other items for renters as related to house and gardens use for an event.
- 15) No labor is included in the set up and take down. It is the responsibility of the renter to provide their own labor or to make arrangements for labor support through FOA.
- 16) Renters release FOA from all liability associated with loss, personal injury or death related to use of the Stinson House or Garden area.
- 17) FOA will accept delivery with prior notice but will not accept legal responsibility for food, beverage, equipment or other property brought onto the premises for rentals before, during or after contract hours. All rental properties must be removed no later than 10:00 AM the first business day following the rental, unless special arrangements have been made with FOA.
- 18) Individuals or organizations renting the Stinson House agree to assume all responsibility and liability for any damages done to the gardens, building or its contents by themselves, their members, guests or organizations employed by them to facilitate their event.
- 19) Smoking inside the Stinson House is absolutely prohibited.
- 20) Contents inside the Stinson House, including but not limited to decorative objects, clothing, accessories and books are not to be used, handled in anyway by renters or their guests. Furniture needing to be moved must be approved prior to event and may only be moved by FOA personnel. It is the renter's responsibility to inform guests of FOA policy regarding contents of the

Stinson House. Failure to comply with this policy can result in the forfeiture of all or part of the security deposit.

21) Photography sessions schedules for the inside of the Stinson House must be pre-arranged with FOA.

22) All rates are subject to change without notice.

*(\* I, \_\_\_\_\_, have received a copy of the policy and procedures and acknowledge I have read and understand these policies and procedures.*

*Signature: \_\_\_\_\_ Date: \_\_\_\_\_*