

# RENTALS AT EAST HAMPTON HISTORICAL SOCIETY

## Mulford Farm

Dating from 1680, the Mulford Farm is an iconic landmark on James Lane, adjacent to Home Sweet Home, the Pantigo Windmill, St. Luke's Church, the Town Pond, and South End Burying Ground.

The Farm is used by the East Hampton Historical Society, other community organizations, and private parties for many types of events including: weddings, wedding receptions, rehearsal dinners, birthday parties, family reunions, galas, festivals, meetings, lectures, and exhibitions.

Use of the farm includes the Mulford Farm Barn and grounds. For more details, please consult the rental contract.

## Clinton Academy Campus • The Osborn-Jackson House • The Marine Museum

The East Hampton Historical Society operates several other unique properties that are available for meetings and other special events. Availability is limited based on season. Please ask for more details.

*All rental proceeds support the operations of the East Hampton Historical Society.*

*Special rental rates are available for other local non-profits.*



[www.easthamptonhistory.org](http://www.easthamptonhistory.org)

[info@easthamptonhistory.org](mailto:info@easthamptonhistory.org)

(631) 324-6850

EAST  
HAMPTON  
1921  
HISTORICAL SOCIETY

151 Main Street, East Hampton, N.Y. 11937  
Telephone: 631-324-6850 events@easthamptonhistory.org

**MULFORD FARM**  
**10 James Lane, East Hampton, N.Y.**

**PROPERTY USE APPLICATION AND AGREEMENT**

**APPLICANT CONTACT INFORMATION**

Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Email: \_\_\_\_\_ On-Site Contact Person: \_\_\_\_\_

**(If different from Event Organizer)**

Mobile #: \_\_\_\_\_ Email: \_\_\_\_\_

**EVENT INFORMATION**

Type of Event: \_\_\_\_\_ Approximate Number of People: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time \_\_\_\_\_

Set-up Starting (Date/Time): \_\_\_\_\_

Take-down Ending (Date/Time): \_\_\_\_\_

Event Planner: \_\_\_\_\_

Mobile #: \_\_\_\_\_

Caterer: \_\_\_\_\_

Mobile #: \_\_\_\_\_

Type of entertainment (if any):  Live Band  DJ  Other, please describe: \_\_\_\_\_

**SITE USE**

Mulford Farm is on the National Register of Historic Places. The landscape and the buildings are part of the East Hampton Historical Society (“EHHS”) educational programming. The following uses require advance written permission from the Director of the EHHS at least 10 days prior to the event:

- Attaching any materials either to the interiors or exteriors of the buildings
- Any mowing or spraying
- The specific use of any of the Mulford Farm buildings

**SPACES AVAILABLE FOR USE**

Check the boxes that apply to your event:

- Historical Mulford Barn
  - Courtyard
  - Front Lawn
  - Back Lawn
- Catering prep barn  
(This facility is not suitable for food preparation, but can be used to stage food.)

**TENTS**

If outdoor tenting is proposed, please check this box. The **Village of East Hampton** limits the number of days tents can be set-up within the Village and you must apply for a Tent Permit directly with the Village (see below under “PERMITS”).

Tent Rental Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Please specify the dates and how many days your tent(s) will be on Mulford Farm property:

Date of tent set up \_\_\_\_\_  
 Date of tent take down \_\_\_\_\_  
 Size of tent (s): \_\_\_\_\_

**Please note that if all tents are not removed the day after your event, there will be an additional \$1,000 charge.**

**DELIVERIES**

Delivery trucks are allowed on the property for drop-off and pick-up only. There is no parking onsite. Your planner or on-site person must be present for deliveries. Please let us know the approximate number of vehicles you expect.

Type & Number of Vehicles: \_\_\_\_\_

**CLEAN-UP**

By 5 p.m. the day after your event, the property must be returned to its normal appearance prior to set up. The grounds and buildings will be inspected, and you will be billed for any damage incurred.

**GARBAGE**

All garbage must be collected and removed from the site. Provide name of removal service below:

\_\_\_\_\_ Phone: \_\_\_\_\_

Applicant is required to remove all trash at the conclusion of the event.

## **SMOKING/FIRES/OPEN FLAMES**

Are not permitted on the grounds or in the historic buildings.

**LIVE MUSIC** All amplified music must end by 10 p.m.

## **BARN**

No signage, banners, streamers may be stapled, hammered, taped or applied to the interior of any of our buildings/structures with the exception being the wooden strips provided for such purposes.

## **RESTROOMS**

There are no public restrooms available on site. Port-a-potties must be rented for your guests to use during your event. Two restrooms exist for catering use only, per the Suffolk County Health Department.

## **ALCOHOL**

Applicants shall bear sole responsibility for compliance with all applicable laws, rules, and regulations regarding the service or consumption of alcoholic beverages. No open containers of alcoholic beverages are permitted on public property, including streets and sidewalks. Any service of alcoholic beverages requires a permit from the **New York State Liquor Authority**. At least 7 business days prior to your event, you must submit copies of all approved permits to our office to our mailing address above or by email to [info@easthamptonhistory.org](mailto:info@easthamptonhistory.org)

## **PERMITS**

Applicant is solely responsible for timely obtaining all permits, authorizations and approvals from any local, state or federal governmental body or agency required to lawfully participate in the event. The following information is provided by EHHS as a convenience only and shall in no way be interpreted as providing legal advice: The Village of East Hampton requires - **a tent permit if you will be erecting a tent and a large assembly permit** for gatherings of 50 or more people. (Applications can be found online at <http://www.easthamptonvillage.org> You must also secure a permit from the New York State Liquor Authority if you are serving any alcoholic beverage (see “ALCOHOL” above). At least 7 business days prior to your event, you must submit copies of all approved permits to our office to our mailing address above or by email to [info@easthamptonhistory.org](mailto:info@easthamptonhistory.org)

## **EHHS STAFF PRESENCE**

We maintain the right to assign a staff member to be on-site throughout the event.

## **PARKING**

There is no parking on-site at Mulford Farm. Parking is street parking only. Please obey and observe East Hampton Village rules on street parking.

## **CERTIFICATE OF LIABILITY INSURANCE**

Applicant must maintain and keep in full force and effect, for the benefit of the EHHS and its employees, directors and agents (each an “Additional Insured” and collectively “Additional Insureds”) as parties insured, the following insurance:

Comprehensive General Liability:	\$1,000,000 each occurrence (including personal injury, bodily injury) property damage, contractual & products liability)
	\$2,000,000 aggregate
Employer’s Liability	\$1,000,000
Automobile	\$1,000,000
Workers Compensation	Statutory

Applicant shall provide EHHS appropriate Certificates of Insurance at least 10 days prior to the Event. EHHS may terminate this Agreement and retain the non-refundable deposit (see below) if Applicant fails to obtain insurance and timely supply EHHS with appropriate certificates of insurance as required herein.

### **SUBROGATION**

In addition, Applicant shall provide EHHS with a waiver of subrogation in favor of the Additional Insureds. All insurance policies required herein shall be primary and non-contributory policies. If an Additional Insured has other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of Applicant's insurance shall not be reduced by the existence of such other insurance. Such policies shall be issued by an insurance company or companies with a general policyholder's rating of not less than "A-VII" in the most current available Best's Key Rating Guide Property Casualty and licensed to do business in the State of New York. Applicant's obligation to carry the insurance required under the Agreement may be brought within the coverage of a so-called "blanket" policy or policies, provided the coverage afforded the other party is not reduced or diminished by the blanket policy of insurance, an endorsement to that effect is provided and such blanket policy otherwise conforms to the requirements set forth herein.

### **INDEMNIFICATION**

Applicant shall at all times indemnify and hold harmless EHHS and its employees, directors, and agents against and from any and all claims, losses, costs, damages, suits, liabilities, or expenses (including attorneys' fees) (collectively "Claims") whatsoever of every name and nature which Applicant, its employees, agents, vendors, guests, or invitees ("Indemnitors") may have as a result of any occurrence on the premises for which this Agreement is drawn. This includes but is not limited to Claims arising from, out of or by reason of (i) personal injury or death to anyone, including but not limited to Applicant, its employees, agents, vendors, invitees or the public at large ("Indemnitors") which arises from, out of, or by reason of Applicant's use and occupancy of the property; (ii) any property damage caused by Indemnitors; (iii) any occurrence at the premises; (iv) any breach by Applicant of its obligations hereunder; (v) failure to obtain any permit or approval needed to lawfully participate in the Event; and (vi) violation of any law, ordinance or regulation 101 Main Street East Hampton, NY 11937

### **LIMITATION OF LIABILITY**

In no event shall EHHS be liable for any theft or damage to property or injuries to Applicant or any third party and under no circumstances shall EHHS be liable for lost profits, lost revenues or any other incidental, special or consequential damages. Any damages or losses are the sole responsibility of Applicant.

### **DAMAGE**

Applicant is solely responsible for any damages caused by Applicant, its employees, agents, vendors, guests, or invitees and shall, upon demand by EHHS, pay any sums necessary to restore the premises to its former condition. EHHS expressly reserves the right to establish the nature, extent and amount of any damages.

### **SITE FEES**

The Site Fee is calculated on the number of actual attendees (based on the caterer's bill). Please check the anticipated number of guests below:

- Event with no tent. \$3,000 (\$500 deposit)
- Tented, 1 - 150 guests \$8,000 (\$1,000 deposit)
- Tented, 151 - 200 guests \$13,000 (\$2,000 deposit)
- Tented, 201 - 250 guests \$15,500 (\$4,000 deposit)

\*Tents are installed the day before and taken down the day after event for a total of 3 days rental. Pricing for tented events includes a cost of \$1,500 per day for tent install and take down days.

**NON-REFUNDABLE DEPOSIT**

EHHS will reserve the Mulford Farm upon receipt of a \$ \_\_\_\_\_NON-REFUNDABLE deposit.

**Checks are made payable to the East Hampton Historical Society:**

Attention:

Events

East Hampton Historical Society

101 Main Street

East Hampton, N.Y. 11937

or

Credit Card: (please circle one) M/C, Visa, American Express

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV# \_\_\_\_\_

Billing Zip Code \_\_\_\_\_

Name as it appears on the card \_\_\_\_\_

\_\_\_\_\_  
Signature

**CANCELLATION**

**In no event shall EHHS be liable to Applicant, its employees, agents, vendors, guests or invitees if the Event is canceled regardless of reason.**

**Cancellation by EHHS:** In the event that EHHS determines at any time there is a violation by Applicant, its employees, agents, vendors, guests and invitees of applicable laws, permits, approvals or ordinances, including public intoxication, or there is a threat of damage to EHHS property, EHHS reserves the right to cancel the event (even while in progress) and to retain payments made by Applicant.

EHHS also reserves the right to cancel if the balance owed for the Site Fee, required permits or certificates of insurance are not received by EHHS at least ten (10) days prior to event date.

**Cancellation by APPLICANT:** If Applicant notifies EHHS of cancellation of the event at least 10 or more days prior to the event, a full refund of the Site Fee minus the non-refundable deposit will be issued. Applicant must pay the full balance of the Site Fee and no deposits will be refunded if Applicant notifies EHHS of cancellation within 9 or less days of the event.

**FORCE MAJEURE:**

In the event the premises or any part thereof are unavailable whether for the entire event or a portion thereof as a result of fire, flood, labor strikes, riot, acts of God, or any other cause beyond EHHS' reasonable control, or should EHHS decide that because of any such cause it is necessary to cancel, postpone or reschedule the event, EHHS shall not be liable to Applicant or any third party for the loss, cost, damage, liability, expense or claims, direct or indirect, incidental, consequential or otherwise arising as a result thereof.

**EFFECTIVE DATES**

This agreement is not effective until accepted in writing by EHHS and returned to Applicant. This agreement should be signed by Applicant and returned to EHHS no later than 10 days from the date it was received by Applicant. The property will not be reserved until EHHS has accepted this agreement and receives the NON-REFUNDABLE deposit.

**SITE PLAN REQUIREMENT**

At least four weeks prior to the event, the renter must provide the East Hampton Historical Society with a site plan indicating the placement of any/all tents, tables, catering and food stations, food trucks, toilet facilities, dumpsters and other trash receptacles, generators, temporary lighting, stages/performance spaces, speakers, and P/A equipment. This plan must be approved in writing or via email by the East Hampton Historical Society.

**MISCELLANEOUS**

This Agreement will be construed and interpreted according to the laws of the State of New York. Any dispute involving this Agreement shall be governed by its courts located in Suffolk County This Agreement constitutes the entire understanding between the parties hereto with respect to the subject matter hereof and shall supersede all previous negotiations, commitments, understandings and agreements.

I have read and agree to be bound by this Agreement.

Print Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

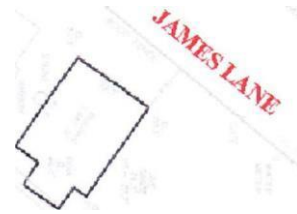
Accepted by:  
East Hampton Historical Society

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director's Signature: \_\_\_\_\_

# DIAGRAM OF MULFORD FARM



DELIVERY ENTRANCE

FRONT  
LAWN



BACK  
LAWN