

## RECEPTION ROOM RENTAL RULES AND REGULATIONS

### SMOKING IS NOT ALLOWED IN THE BUILDING

1. **ARRIVAL/DEPARTURE:** A representative from HSC will be responsible for opening the building. Please arrange with the administrator as to the time that you will need to have access to the premises. You will be responsible for securing the building after the function, you will be shown how. \_\_\_\_\_ (Int.)
2. **PARKING:** The spaces behind the Entler are reserved for the Entler tenants. Street parking is metered Monday through Friday till 6 p.m. Should you wish to purchase a meter for a day this can be arranged during business hours at the Police Station, 876-6036. Parking is allowed at the corner of Princess & High St. across from White Hall. \_\_\_\_\_ (Int.)
3. **HOURS OF USE:** The time limit of your function is stated in your rental agreement. Due to the fact that we are in a residential area, all functions must cease and the Entler and grounds must be cleaned and vacated by 12 am. Everything must be cleaned and cleared out at the end of the function so we can prepare for the next rental. \_\_\_\_\_(Int.)
4. **RESTRICTIONS:** Rental space at the Entler includes the Reception Room (Bedinger room), kitchen and first floor restrooms. The porches and garden area may be rented for a fee. The museum, boathouse and upstairs balconies are off limits. The upstairs portion of the building is rented as office space and is off limits. \_\_\_\_\_ (Int.)
5. **NOISE ORDINANCE:** The Corporation of Shepherdstown has instituted a noise ordinance. If your function will be having any type of amplified music outside such as a band or DJ, you must get signed permission from the Mayor. \_\_\_\_\_ (Int.)
6. **TELEPHONE:** There is no phone at the Entler. \_\_\_\_\_ (Int.)
7. **SETTING UP FOR YOUR FUNCTION:** The time that you have rented the Entler is stated in your contract. If you wish to be allowed to set up the day (or evening) before you will be charged an extra fee. If tents need to be set up you must have permission from the administrator in advance. Tents need to be promptly removed, as does all rental equipment. Permission needs to be given to leave anything after your function. The building is heavily used; please do not assume that anything can be left until the next day. \_\_\_\_\_ (Int.)
8. **ACCEPTANCE OF RENTALS:** Someone from your party must be on hand to accept the delivery of any rentals; Historic Shepherdstown assumes no responsibility for acceptance of rental equipment and will not sign for delivery or pick up of rentals. \_\_\_\_\_ (Int.)
9. **OTHER RESTRICTIONS:**
10. No candles, incense or anything else requiring a flame is allowed. We appreciate your help in keeping HSC and its occupants safe and sound.
11. Nothing may be attached to the walls, woodwork or lighting fixtures in any manner. This includes any type of sticky substance, thumbtacks or glue. Picture modeling is available for hanging.
12. Kegs of beer are permitted only on the back porch or in garden area. This area must be rented in order to have kegs of beers.
13. Tubs of ice are not permitted on the hardwood floors.

Please note that any items left behind in the Entler become the property of, and may be disposed of by Historic Shepherdstown.

By signing below, you are stating that you have read and agree to the rental policies and conditions of the rental agreement. You will be held responsible for you, your guests and any persons connected with your function adhering to the policies and conditions of the rental agreement.

Signature \_\_\_\_\_

Date \_\_\_\_\_