



MAYSONNAVE HOUSE RESERVATION CONTRACT

Event Date _____ Event Time _____ Event Type _____

Member Name(s) _____

Member Address _____

City/State/Zip _____

Member Phone _____ Email _____

Estimated Number of Guests _____ Caterer _____

RESERVATION RATES

- \$500 MAIN HOUSE BOARD ROOM- League Sponsor
 1 Complimentary use per year. 4 Hours included, each additional hour \$50 per hour.
 14 Guests maximum seated at Board Room Table (table & chairs included) or
 40 Guests maximum theater style (chairs included)
- \$650 MAIN HOUSE-League Steward
 1 Complimentary use per year. 6 Hours included, each additional hour \$100 per hour.
 60 Guests maximum
- \$1,000 GARDEN & CARRIAGE HOUSE- Preservation Society
 1 Complimentary use per year. 6 Hours included, each additional hour \$200 per hour.
 175 Guests maximum
- \$2,000 GARDEN, CARRIAGE HOUSE & MAIN HOUSE- Heritage Society
 1 Complimentary use per year of the Garden & Carriage House AND
 1 Complimentary use per year of the Maysonnave House Main House.
 6 Hours included for each event, each additional hour \$250 per hour.
 200 Guests maximum

Please see "LEAGUE MEMBER BENEFITS" for detailed benefits members receive annually.

CLIENT INITIALS _____

MAYSONNAVE HOUSE RESERVATION CONTRACT

CONFIRMATION OF RESERVATION

Rental is for the Maysonnave House, Carriage House and/or Garden located at 291 First Street East, Sonoma, CA 95476.

The total amount of annual membership to The League must be paid upon booking the event. A refundable damage deposit of \$500 is due 30 days prior to the agreed event date. This amount less any damages will be refunded within 30 days after the event, and in the case the event is cancelled, the total amount of the deposit will be refunded within 30 days of cancellation. Client agrees and acknowledges that the extent of damage to the property and its buildings will be determined by The League and if additional funds are required to repair such damage, the Client will be billed for the balance exceeding \$500.

INSURANCE

Client shall provide 30 days prior to the event date, a certificate of general liability insurance from a carrier satisfactory to The League naming THE LEAGUE FOR HISTORIC PRESERVATION, and its associated partners as additional insured in the amount of \$1,000,000 per occurrence.

HOLD HARMLESS AGREEMENT

Client agrees to indemnify, defend and hold harmless The League for Historic Preservation and its partners, agents and members from and against any and all claims, losses, damages, and expenses including reasonable attorney's fees arising out of or occasioned by: 1) any acts or negligent omissions by Client and or Client's guests; or 2) any injury to persons or damage to the property of any person attending the Client's event and not caused by The League for Historic Preservation's negligence.

OTHER CAUSES OF CANCELLATION

If for any reason The League for Historic Preservation causes the cancellation of the event on the scheduled date, the damage deposit shall be refunded to the Client within a ten-day period from the date of cancellation.

By signing the Contract I acknowledge that I have read the foregoing paragraphs and know and understand the contents thereof. I furthermore acknowledge that I have read and understand the "Maysonnave House Event Policy and Procedures" which are incorporated and made part of this contract and agree that the terms hereof constitute all the terms of the Contract, and that these terms supersede any and all oral discussions, statements and/or representations occurring with The League staff and volunteers over the subject matter of this Contract. This contract may only be modified in writing signed by both parties.

Signature of Member or Organization Representative (Client)

Date _____

Signature of Maysonnave House Representative

Date _____

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Maysonnave House Event Policy and Procedures

- 1) RENTAL HOURS begin at the time of set-up, unless prior arrangements have been secured.
- 2) EVENING EVENT HOURS must end by 10:00 PM.
- 3) ANY VIOLATION of the Contract and/or the Event Policy and Procedures will result in event close down, cancellation of the event, loss of opportunity to the Client for future events and an automatic retention of the damage deposit.
- 3) APPROVED CATERER AND RENTAL COMPANIES must be utilized in all cases. Clients must rent all tables, chairs, dishes, glasses, stoves and other items associated with their event and the Client understands these charges are not included in the Reservation Contract.
- 4) ALL SOUND AND MUSIC must be limited to 65 decibels or less per the City of Sonoma noise ordinance and must end by 10:00 PM.
- 5) NO SMOKING INDOORS and outdoor smokers must remove all debris associated with smoking. No cigarette or cigar butts may be placed in any garbage can or waste reciprocal on the property.
- 6) CHILDREN MUST BE SUPERVISED at all times before, during and after the rental.
- 7) DECORATIONS AND PROPS must be hung without the use of nails, pins, glue, tape, putty, staples. Holes in walls are strictly prohibited. This is a historically significant property, care and respect must be taken when installing decorations. All indoor candles must be in a lantern or hurricane enclosure. Please do not set drinks or food on antique tables inside the house.
- 8) ALL GARBAGE AND RECYCLING must be removed from the property at the completion of the event. Garbage includes food, cans, bottles, flowers, decorations, etc.
- 9) ALL SURFACES IN THE KITCHEN AND PANTRY, floors and walkways must be wiped or swept clean prior to departure.
- 10) ALL ALCHOL CONSUMPTION must comply with State Law and the policy of The Sonoma League for Historic Preservation.
- 11) ADA ACCESSABILITY AND PARKING is provided at the rear of the Main House, and an ADA compliant bathroom in the Carriage House will be made available upon request to all individuals requiring such facilities at no additional charge.
- 12) ANY DAMAGE to the building and/or grounds, stolen articles, damaged furnishings will be charged to the Client and result in the retention of the damage deposit.
- 13) The Sonoma League for Historic Preservation reserves the right to decline events and adjust pricing with the approval of designated appointed officials, and will base rentals on a "first come, first paid" basis.

CLIENT INITIALS _____

MAYSONNAVE HOUSE RESERVATION CONTRACT

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Maysonnave House Event Checklist {For League Use Only}

RESERVATION CHECK # _____

- Original to Treasurer
- Copy to Contract Binder
- Copy to Membership

DEPOSIT CHECK # _____

- Original to Treasurer
- Copy to Contract Binder

SIGNED RESERVATION CONTRACT

- Original to Contract Binder
- Event Date to Calendar/Database

INSURANCE CERTIFICATE

- Original to Contract Binder
- Copy to Treasurer

DAMAGE DEPOSIT CHECK # _____

- Original to Treasurer
- Copy to Contract Binder