



*Rent your place in history. . .*



## **RENTAL INFORMATION**

**Mail deposits and fees to:**

Craik-Patton, Inc.  
PO Box 175  
Charleston, WV 25321

Call 304-925-5341 or email [director@craik-patton.org](mailto:director@craik-patton.org) for information.

## RENTAL POLICIES FOR CRAIK-PATTON INC.

### **POLICY**

1. Public events held by outside organizations must be consistent with the mission of Craik-Patton Inc.
2. Craik-Patton House facilities are available at the discretion of the Board or Executive Director.
3. For all publicized events, Craik-Patton Inc. reserves the right to proof all promotional materials before they are sent to print and/or media outlets. All publicity must note: "This is not a Craik-Patton Inc. sponsored event."
4. In order to comply with all safety and liability measures, the renter is required to use a Craik-Patton House Inc. trained staff person(s) for events in the facilities. This person is included in rental fee. He/she will be on site 15 minutes prior to rental start time to unlock doors and turn on lights. He/she will remain during the rental to help with any emergencies. This staff person will not assist in setup, serving or clean up.

### **PERMITTED USES**

Conference room seating:

Lectures and meetings – **50 person capacity**

Dinners – **50 person capacity**

In other cases, permissible guest capacity is based on function.

Tour of upstairs historic house museum may be arranged for additional fee.

Use of kitchen facilities, including refrigerator, stove and microwave to reheat only.

Tent/dance floor on grounds. May not be erected or delivered earlier than 48 hours before the event and must be removed within 48 hours of the event.

Use of alcoholic beverages downstairs or outside.

Parking in the adjacent Daniel Boone parking lot.

Reasonable amplified music.

### **PROHIBITED USES**

The use of the upstairs historic house museum except for scheduled, guided tours.

Smoking on the property, facilities and grounds.

Parking of vehicles on the lawn.

Food and drink served/consumed in the upstairs historic house museum.

Use of dishwasher.

Cooking and preparation of food.

Rice, birdseed or fake flowers/petals (weddings/receptions).

Open flames of any kind within the facilities.

Use of tables or chairs on porches.

Dancing on porches.

Music Set up on porches.

## HOURS OF USE

1. Hours requested should include time for rental setup and clean up and fall between the hours of 8:00am and 12:00am. **For weddings, receptions and parties, a minimum of one hour prior to and after actual event is required.**
2. Delivery of supplies or equipment can be accepted in the facility and on the grounds before the rental with prior delivery time indicated. **Delivery does not include interior decoration or setup.** All deliveries must be coordinated with Craik-Patton Inc. staff/board and must be made Monday through Friday from 10am to 4pm.
3. **If the event goes beyond the scheduled hours stated on the contract, renter will be billed for cost of the space rented and additional staff time (partial hours will be billed as whole hours).**
4. **Rental time is based on an eight-hour period.** Time includes deliveries, setup, function time and clean up. Wedding receptions and events using caterers or other entertainment staff should plan on renting the facility with two hours for setup and a minimum of one hour to clean up. These hours are billable and need to be included on the application form when requesting the facility. **Any additional time incurred after the eight hour or "day" charge will be billed at the rate of \$100 an hour over the allotted eight hours.**

## SETUP RULES

This is a historic house and behavior must be appropriate for the setting. The Craik-Patton House is irreplaceable. Use the house/furnishings with care. No furniture is to be removed from the building. Outside furniture is to be furnished by the renter.

1. Cellophane tape, nails, screws, staples, etc. are not permitted in or on the walls, woodwork or fixtures. Renter may use poster putty to attach all decorations or signs.
2. Tables and chairs (to be used inside only) are included in rental fee. Setup and take down of outside tables and chairs is the responsibility of the renter.
3. A clear diagram of required setup (placement of tables, chairs, etc.) must be supplied to Craik-Patton House Inc. at least one week prior to the rental. If changes to the original setup must be made the day of the event, the renter under the supervision of the present Craik-Patton Inc. staff person will be responsible for making those changes.
4. Tent/dance floor may be set up 48 hours prior to the event at the notification of staff/Board members.

## CATERING

The renter is responsible for contact and work of the caterer.

Read and sign the attached catering policy. **The policy must be signed and returned TWO weeks prior to the rental.**

## CLEAN-UP RULES

**All clean-up is the responsibility of the renter.**

All trash must be removed from the property contained in trash bags at the close of the function (garbage cans located at the right rear corner of the property). **If trash is not contained within bags, the full deposit amount will be kept.**

Floors must be swept and mopped (if applicable).

Counters and tables shall be left in the same condition as found prior to rental.

**If the facilities are not left in the condition as rented, money will be taken from the deposit fee to pay for cleaning.**

Please see attached checklist for proper cleaning instructions.

#### **PAYMENT OF FEES & DEPOSIT RETURNS**

1. **Payment of all rental fees and deposits must be made at least SIX weeks in advance of the scheduled use.** Failure to meet this deadline may result in the cancellation of the rental and forfeiture of deposit. Deposit must be paid when the contract is signed.
2. Damage/security deposit is required. Wedding/reception deposit is \$200. Other rentals: if less than \$500, deposit is \$50; if more than \$500, deposit is \$100. Deposit will be refunded if no damage occurs and the renter does not incur additional costs. The renter is responsible for any damages to the building or equipment during the rental. If losses exceed the damage deposit, the renter will be solely responsible.
3. Renter assumes financial responsibility for payment of fees covering any damage or loss of Craik-Patton House property, including but not limited to crystal, dishes, linens, equipment, and/or furniture occurring during the event or as a result of misuse during the event.

#### **CHANGES AND CANCELLATIONS**

1. If the nature of the event or number of participants changes, Craik-Patton Inc. offices must be notified immediately and no changes may be made within one week prior to the scheduled use. If necessary, fees/deposits will be adjusted according to applicable rates. Craik-Patton Inc. reserves the right to deny any requested changes.
2. If cancellation of a rental is necessary, Craik-Patton Inc. must be notified immediately. **In order to receive a refund, cancellations must be submitted in writing at least two weeks prior to the rental date.** In this event, 25% of the contracted fee will be retained for handling fees.

#### **BUILDING SUPERVISION, CONDUCT AND REVOKING A RENTAL**

1. A Craik-Patton Inc. representative will be on duty at all times.
2. The renter assumes responsibility for the conduct of persons at the event. Any personal injury or illness occurring during the use of the property will be the responsibility of the renter as well. Children must have adult supervision.
3. Fights, vandalism, or unacceptable behavior occurring during a rental shall cause immediate cancellation of the rental with no refund of fees or deposits.
4. The number of attendees cannot exceed the capacity of the room rented as stated by the fire code.

**LIABILITY AND INDEMNITY**

Applicant hereby agrees to hold Craik-Patton Inc., the individual members thereof, and employees free and harmless from any loss, damage, liability, and cost of expense that may arise in any way by such loss or occupancy of Craik-Patton House facilities.

I hereby certify that I have read the Craik-Patton House Inc. Rental Policy and will see that my activity will abide by these rules.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the facility, furniture or equipment occurring through the occupancy or use of said facility by the applicant.

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

## **RENTAL FEES FOR CRAIK-PATTON INC.**

**Rates are subject to change.**

**\*Fees are based on an eight-hour day.**

**\* Any additional time after the eight hours or "Day", Fees are charged \$100 per hour\***

|                                    |                       |
|------------------------------------|-----------------------|
| <b>BUSINESS/INDIVIDUALS</b>        | <b>\$200 per day*</b> |
| Meetings, seminars, lectures, etc. | <b>\$50 hourly</b>    |

**Must be scheduled two weeks prior to rental date. \$50 refundable deposit due at contract signing.  
Deposit will be returned upon completion of rental.**

|                                    |                       |
|------------------------------------|-----------------------|
| <b>NON-PROFIT ORGANIZATIONS</b>    | <b>\$100 per day*</b> |
| Meetings, seminars, lectures, etc. | <b>\$25 hourly</b>    |

**Must be scheduled two weeks prior to rental date. \$25 refundable deposit due at contract signing.  
Deposit will be returned upon completion of rental.**

|  |                       |
|--|-----------------------|
| <b>WEDDINGS, RECEPTIONS, PARTIES, ETC.</b> | <b>\$500 per day*</b> |
|  | <b>\$100 hourly</b>   |

**Must be scheduled two weeks prior to rental date. \$200 refundable deposit due at contract signing.  
Deposit will be returned upon completion of rental.**

|                               |                       |
|-------------------------------|-----------------------|
| <b>NON-PROFIT FUNDRAISERS</b> | <b>\$400 per day*</b> |
|                               | <b>\$75 hourly</b>    |

**Must be scheduled two weeks prior to rental date. \$200 refundable deposit due at contract signing.  
Deposit will be returned upon completion of rental.**

|   |                       |
|---|-----------------------|
| <b>TOUR OF CRAIK-PATTON HISTORIC HOUSE MUSEUM</b> | <b>\$3 per person</b> |
|---|-----------------------|

|   |                      |
|---|----------------------|
| <b>ADDITIONAL STAFF TIME (if contracted hours are exceeded)</b> | <b>\$13 per hour</b> |
|---|----------------------|

## RESPONSIBILITIES OF RENTER/CATERER

**Renter/Caterer must sign and submit this form two weeks prior to the function.**

The renter/caterer is responsible for:

Setup and take down of outside tables, chairs or equipment relating to the function (if applicable).

Removal of all food from the property.

Providing a bartender if alcohol is served.

Serving/providing personnel under contract, food, drinks, linens, tableware and extra furniture as needed (if applicable).

Clean-up along with applicant, including the removal of all trash (contained in trash bags) to garbage cans located at the right rear corner of the property.

Cleaning kitchen and conference room floors and counters.

Pick-up of all items not taken at the end of function must be picked up Monday through Friday at the convenience of the staff/Board.

Rental time is based on an eight-hour period. **Time includes deliveries, setup, function time and cleanup.**

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I have read and accept the policies set forth in this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

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

Please sign and return to  
Craik-Patton House Inc.  
Att: Rental  
2809 Kanawha Blvd., East  
Charleston, WV 25311

If you have questions, please call 304.925.5341.

**CHECKLIST FOR CLEAN UP**

Craik-Patton Inc. staff, please answer Y/N to the following with renter/caterer or representative before close of event.

\_\_\_ All food, drink, paper products and other trash have been removed from facility properly (contained in trash bags) and deposited properly in trash bins at right rear corner of property.

If not, explain: \_\_\_\_\_

\_\_\_ All decorations (interior and exterior) have been removed and properly disposed of.

If not, explain: \_\_\_\_\_

\_\_\_ All floors have been swept and mopped as needed.

If not, explain: \_\_\_\_\_

\_\_\_ All counters have been cleaned.

If not, explain: \_\_\_\_\_

\_\_\_ All outside furniture has been removed from property.

If not, explain: \_\_\_\_\_

\_\_\_ Were Craik-Patton linens used that will need to be cleaned?

Details: \_\_\_\_\_

\_\_\_ Were Craik-Patton dishes or crystal used that will need to be cleaned?

Details: \_\_\_\_\_

\_\_\_ Was any Craik-Patton equipment used that was not agreed upon in contract?

Details: \_\_\_\_\_

\_\_\_ Was any damage inflicted on the property?

Details: \_\_\_\_\_

\_\_\_ Did renters quit the property within the contracted timeframe?

Details: \_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# RENTAL CONTRACT FOR CRAIK-PATTON INC.

**Date Quoted:**

**Event Date:**

## Contact Information

|               |  |              |  |
|---------------|--|--------------|--|
| Contact       |  | Organization |  |
| Address       |  | Phone / Cell |  |
| City, ST, Zip |  | Email        |  |
| Purpose       |  | Email        |  |

## Rental Overview

| Rental Type   | Date | Times | Rate | # of Guests | Rental Spaces | Total Rental Fees |
|---------------|------|-------|------|-------------|---------------|-------------------|
|               |      |       |      |             |               |                   |
| <b>TOTALS</b> |      |       |      |             |               |                   |

## Setup Needs

| Item            | Qty |  |
|-----------------|-----|--|
| 60" Round Table |     |  |
| 3'x2' Table     |     |  |
| Chairs          |     |  |
| Other           |     |  |
|                 |     |  |
|                 |     |  |

## Equipment Needs

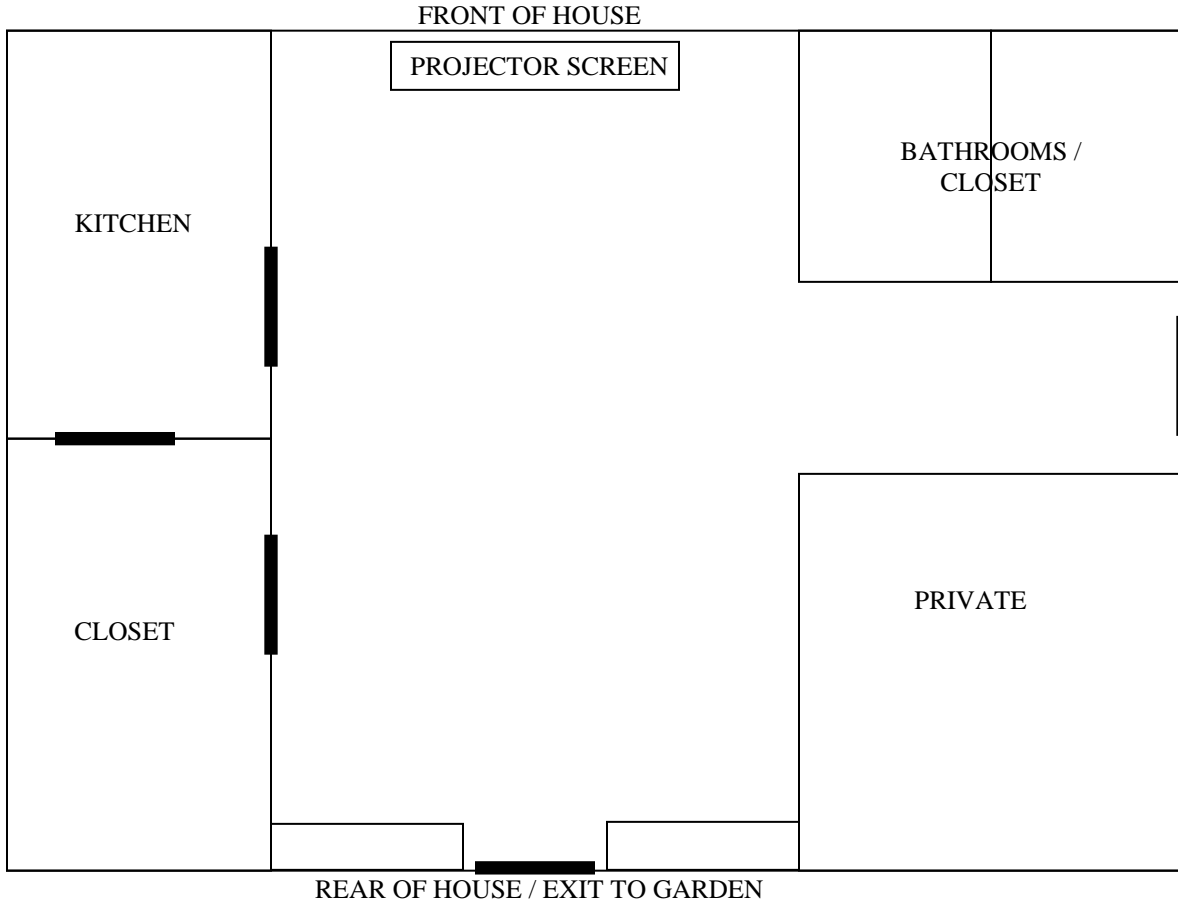
| Item               | Qty |  |
|--------------------|-----|--|
| Projection Screen  |     |  |
| Projector          |     |  |
| Portable PA System |     |  |
| Podium             |     |  |
| TV/VCR/DVD         |     |  |
|                    |     |  |

## Other Needs

| Item           | Qty with Description | Cost                                 |
|----------------|----------------------|--------------------------------------|
| Tour of Museum |                      | \$3 per person Groups over 10 people |
|                |                      |                                      |
|                |                      |                                      |
| <b>TOTALS</b>  |                      |                                      |

**INDICATE TABLE/CHAIR SETUP FOR CONFERENCE ROOM IN THIS SPACE:**

**\*\*This is not to scale.**



**Authorization**

|  |           |      |
|--|-----------|------|
| <b>My signature below indicates I have reviewed this contract and agree to the terms specified herein.</b> |           |      |
| Representative / Print Name  | Signature | Date |
|  |           |      |
| Craik-Patton House Inc.  |           |      |

**Rental Summary**

**Payment Information**

| Total Rental       |  |  | Amount   | Due Date | Check # | Date |
|--------------------|--|--|--|----------|---------|------|
|                    |  |  | Deposit  |          |         |      |
|                    |  |  | Balance  |          |         |      |
|                    |  |  | Deposit Refunded   |          |         |      |
| <b>GRAND TOTAL</b> |  |  | Make checks payable to Craik-Patton Inc.<br>With questions, call 304-925-5341. |          |         |      |