



*let the garden embrace you!*  
**LORD & SCHRYVER**  
 C O N S E R V A N C Y

**GAIETY HOLLOW**

545 Mission Street SE, Salem, OR 97302 Phone: 503-877-2114

**RENTAL CONTRACT**

Event Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Event will use: \_\_\_\_\_ House \_\_\_\_\_ Garden \_\_\_\_\_ Kitchen

*(In the event of wet garden conditions, we reserve the right to limit access.)*

Type of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Renter: \_\_\_\_\_ Telephone No. \_\_\_\_\_

E-mail: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*(This is the name and address to which the refundable security deposit will be returned in the form of a check.)*

**Charges**

Rental Fee: \_\_\_\_\_ hours \$ \_\_\_\_\_

*(All set up and break down must be completed during rental period.)*

Refundable Security Deposit: \$200

*(Charges may be deducted from your refundable security deposit to cover additional time beyond contracted rental, property damage or excessive clean up by staff. You will lose your \$200 security deposit if alcohol or tobacco are used in violation of our alcohol and smoke-free policy.)*

**Total Cost:** (Hourly rental + security deposit) \_\_\_\_\_

Deposits: (50% of rental + security deposit) \_\_\_\_\_ Date Paid \_\_\_\_\_

Balance Due: (50% of rental fee) \_\_\_\_\_ Date Due \_\_\_\_\_ Date Paid \_\_\_\_\_

Final payment due 2 weeks prior to the event. **PayPal accepted or make checks payable to: Lord & Schryver Conservancy.**

Other notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**Property Policies & Procedures:**

Renters are responsible for set-up for their event. Walls and garden structures are to remain free of decoration. The property must be returned to pre-rental condition, tables and chairs returned to stored locations and kitchen cleaned. The closing procedure form is to be completed and handed to the Gaiety Hollow host at check-out. If the doors and/or windows are open the AC must be off.

Gaiety Hollow is an alcohol and smoke-free facility.

Parking is available on the east side of Church Street and at Bush's Pasture Park.

**Cancellation Policy:**

If you cancel your event rental 2 weeks or more before the event date both your rental and security deposits will be refunded. If you cancel your event rental later than 2 weeks prior to the date of the event only your security deposit will be refunded. Gaiety Hollow is unable to provide any weather-related refunds. This contract is personal and non-transferable or assignable. Forfeited payments may not be transferred to another rental date or person.

**Rental Policy:**

Your contract time begins with set-up for your event and ends at check-out. Your event must be completed within the contract time period. Use of the grounds beyond the contract time will be charged at the rate of \$50 per hour.

**Agreement:**

I have read, understand and agree to comply with the policies governing the use of Gaiety Hollow including the alcohol, tobacco and cancellation policies. I will be responsible for instructing all others associated with my event about Gaiety Hollow's policies. Music must conform to City noise code.

I understand this is an historic property which is carefully maintained to be as safe as possible consistent with the preservation of its historic components and qualities. I have been advised to pay attention to historic steps and to use caution on sloping and uneven surfaces, which may be slippery when wet. I have inspected the property and agree it is safe and adequately maintained for myself and my guests for the purpose of this rental.

I will advise my guests, invitees and service providers of these conditions and am comfortable assuming the risks of personal injury inherent in holding an event at this historic property.

I hereby release and agree to indemnify, defend and hold harmless the property owner, the Lord & Schryver Conservancy and their officers and volunteers from any and all claims and liability (including costs and attorney fees) for injury or damage to persons or property arising out of my rental and the use of the facility by my guests, invitees and service providers. The Lord & Schryver Conservancy cannot be responsible for renter's lost, stolen or damaged property.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Staff Signature