

## ***General information - Rules and regulations regarding Rental Events***

The Harris-Lass House Museum is a historic 1865 farmhouse site owned by the City of Santa Clara and leased to the Historical Preservation Society of Santa Clara.

The city maintains the buildings and grounds and HPSSC volunteers are responsible for house tours, educational school tours, group tours, museum-sponsored programs and activities, and rental events.

An on-site meeting with the rental events coordinator and/or HPSSC representative is required prior to signing a rental agreement. Rental events are restricted to the outside garden areas and are not allowed inside the house museum.

### **1. Rental fees:**

- a) A \$50 deposit is required to secure a specific day/date/time for a rental event. The balance of the total rental fee is due 30 days prior to the event. The deposit will be refunded if the event is canceled at least 30 days before the agreed date. There is NO REFUND of the deposit if there is a cancellation less than 30 days before the scheduled event.
- b) The fee for a small wedding (up to 50 guests) is \$400 for approximately three hours the day of the event. The fee for a large wedding (51 to 75 guests maximum) is \$500 for approximately three hours the day of the event. The fee also includes a one-hour rehearsal (the day or evening before the wedding). House tours are not available on the day of wedding events.
- c) Post wedding receptions are not an option. No kitchen facilities are available at the site.
- d) The fee may vary for special events, such as birthday parties, anniversary parties, family reunions, graduation parties, bridal and baby showers, etc. The basic fee for a small group (up to 50 guests) is \$225, and for a larger group (up to 75 guests maximum) the fee is \$250 for three to four hours.

### **2. Dates and hours of use:**

- a) Rental dates are usually on Saturdays from May 1 to October 1. Weekday events are possible depending on availability.
- b) Times can vary between 12 noon and 5 p.m. (No night events.)

- c) The site is closed on national holidays, city holidays, and when reserved for special museum programs and activities.
- d) Because the site is located in a family friendly neighborhood, with some neighbors close to the property grounds, the site is limited to one RENTAL event per weekend.

### 3. Additional requirements:

- a) The rental event coordinator and/or HPSSC representative will be on the site at all times during an event.
- b) Liability insurance: The HPSSC and/or the City of Santa Clara are not responsible for loss, injury or damage to persons or property. The renter is required to provide proof of liability insurance from their insurance carrier (30 days before the event). The certificate must name the HPSSC as an additional insured, making the renter's insurance coverage primary.

This can be in the form of a Special Events Rider attached to your standard Homeowners Policy. If you do not already have homeowners/renters insurance you will need to purchase a one-day special event policy from a company that offers this type of coverage, such as K & K Insurance. See their website at [www.kandkinsurance.com](http://www.kandkinsurance.com)

- c) Security deposit: A security deposit of \$100 is required at the time of final payment of the rental fee. It will be refunded at the close of the event if no property damage occurs and the site is cleaned-up.
- d) Alcohol policy: City Code section 9.05.040 prohibits alcohol being served at city parks and city sites.
- e) Amplified sound and music boom boxes are not permitted in an effort to minimize neighborhood noise impact.

### For your information

1. Off street parking is available in the museum parking lot for 12 vehicles. On the day of events, city barricades are placed on the north side of Market Street adjacent to the museum property to reserve additional parking spaces. Other spaces may be used on the south side of Market Street and nearby side streets.
2. The museum has available 100 chairs and 21 six-foot tables (72 inches long and 30 inches wide), which can accommodate 6 to 8 chairs each. No fee is charged if the

renter agrees to assist with the set-up and-take down for storage. Vinyl or cloth tablecloths are required to protect the table top surface areas.

3. Also available are four push-up awnings for food buffet lines, beverage areas, gift tables, etc. No fee is charged if the renter agrees to assist with the set-up and takedown for storage.
4. Restrooms are available. No kitchen services are provided. A large food "preparation room" with a refrigerator is available in the barn meeting room.
5. The site has a large shaded garden/lawn area for large events, with a smaller garden area available for small events.
6. The renter can bring their own picnic or potluck food, or provide their own catering service. A large brick patio with a barbecue grill is also available. All dishes, flatware, cooking utensils, table decorations, etc. must be provided by the renter.
7. Electricity sources are available in the garden and patio areas.
8. At the discretion of the event rental coordinator and/or HPSSC representative, complimentary tours of the house museum may be provided if a docent volunteer is available.
9. The renter is responsible for set-up and clean-up. Set-up cannot begin before 11 a.m. the day of the event and the clean-up time must be completed before 5:30 p.m. Garbage cans and vinyl trash bags are provided. The renter is expected to keep the grounds clean and check all areas before leaving the site. Containers for the recycling of glass and plastic bottles will be provided.
10. NO smoking or the use of any tobacco product is permitted at the premises.
11. Music and sound must be kept at a moderate level in consideration of neighboring homeowners. The rental event coordinator and/or HPSSC representative reserves the right to deny any or all live or recorded sound or music if the rental applicant fails to keep sound equipment at a moderate level.

(Revised 02/09/17)