

# Buffalo Gap Historic Village

## Facility Rental Form for Weddings and Private Parties (W02/07)

Building Rented:     Church     School     Gallery     Reception Room

Site Rented:         Private Party     Grounds

Date and Time of Event \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ AM / PM

Event Duration (setup thru teardown) per 1 (one) hour increments \_\_\_\_\_ AM / PM until \_\_\_\_\_ AM / PM

Number Attending \_\_\_\_\_

Type of Event:     Wedding     Reception     Party     Conference/Workshop  
 Other (please describe) \_\_\_\_\_

**Rentals include a refundable security deposit per building and/or site. Return of excess deposit will be refunded within 10 business days after date of reservation. Refunds will be returned in the form of a check or as credit to the original credit card.**

Name of Renter \_\_\_\_\_

Address \_\_\_\_\_

City, State, & Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_\_) \_\_\_\_\_

Emergency Phone (\_\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

# PRICING

## Buildings/Site Rental Fees

	<u>RENTAL PRICE</u>	<u>APPLICABLE DISCOUNT</u>	<u>AMOUNT DUE</u>
Historic Village Grounds	\$1,000		\$ _____
Private Party Area per section of Village Sections of Village: 1883; 1904; or 1925	\$350		\$ _____
Church	\$300	\$ _____	\$ _____
Schoolhouse and Playground	\$275	\$ _____	\$ _____
Courthouse	\$250	\$ _____	\$ _____
Cookshack and Smoker/Grill	\$50	\$ _____	\$ _____

## Additional Costs

	<u># of STAFF</u>	<u>PER HOUR</u>		<u>HOUR(S)</u>	
After Hours Staff Fee (# of Staff as required by Management) 6:00 p.m. Summer / 5:00 p.m. all else	_____ X	\$25	X	_____	\$ _____
Site Photo Shoot		\$25	X	_____	\$ _____

## Refundable Security Deposit

Per building or site	\$150	X	<u># of Bldg(s)/Site(s)</u>	_____	\$ _____
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Total Balance Due      \$ \_\_\_\_\_

Less Deposit(s) Paid      \$ \_\_\_\_\_      DATE PAID \_\_\_\_\_

Sub-Total Due      \$ \_\_\_\_\_

Less Fees Paid      \$ \_\_\_\_\_      DATE PAID \_\_\_\_\_

Balance Due      \$ \_\_\_\_\_      DUE DATE \_\_\_\_\_

10% discount to be applied to additional rental(s) of lesser value.  
Reservations are for a 4-hour block of time. Additional per hour charge for each hour or portion thereof beyond original scheduled block. Price to be determined by Management.

### NOTES:

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Employee Initials / Date: \_\_\_\_\_

## **Buffalo Gap Historic Village** **Guidelines and Rules for Rentals** (W02/07)

**Please Note:** Buffalo Gap Historic Village (BGHV) is a living history museum. All of the buildings and objects here are an important part of the heritage of the American Frontier. Part of the site's mission is to preserve this part of our past through the care of these objects. We ask that you treat our site and objects with care and respect.

1. Rental Balance Due is to be paid 10 business days prior to event.
2. Rental blocks include set-up and clean-up times.
3. A Rental Check-Out Form will be completed by a BGHV representative at the conclusion of the rental.
4. Renter is responsible for any damages inflicted on any part of the site, its buildings and its objects during preparation, event or clean-up time. Renter will be billed for all repairs.
5. Events shall conclude by 11 p.m.
6. The City of Buffalo Gap has a noise ordinance, which limits loud noises past 10:00 p.m. Management will show renter where music may be set up and in which direction speakers may be pointed.
7. Children must be supervised at all times by adults while playing on the playground equipment.
8. Tents or awnings may be used on the grounds. Use caution when driving tent stakes due to water lines. Consult with Management in advance before deciding on tent location.
9. If an event is taking place during our regular operational hours, the site will remain open to the public.
10. The option to close the site for a function is available. Price structure is varied due to seasonal operations. Please consult with Management for these rates.
11. Tables, chairs, picnic tables, or other fixtures are provided. Approval to move furniture from designated areas must be given by Management.
12. Renter is responsible for clean-up of buildings and/or grounds at the conclusion of the event. Renter will be billed for non-compliance. All trash should be placed in the site's dumpster along Elm Street.
13. If an event is held after regular closing time, a minimum of one staff member will be required to be on site. The size of the event determines the number of required staff. An after hours staff fee will be charged.
14. Candles may be used only in the church, provided they are of the no-drip variety.
15. Please ask Management for guidance in taping, nailing or any additional form of attaching decorations to any part of the site.
16. Rental of grounds:
  - a. Includes admission to historic buildings during hours of operation;
  - b. Includes use of the non-furnished section of the school, but not any other building.
17. Rental of church:
  - a. Admission to grounds is a separate charge;
  - b. Admission to site buildings, except church and bridal room, is an additional charge;
  - c. Bride's room is accessible to female bridal party members only;
  - d. The use of any buildings, other than the church for wedding photos, is a separate charge. Please contact Management for this charge.
18. Use of alcohol (beer, wine, liquor) is allowed to be served after hours of operation, with a rental.
19. Use of tobacco products: BGHV and its properties are non-smoking facilities.
20. Management reserves the right to stop any activity that is: illegal; does not conform to this agreement; endangers the site and/or its visitors; or is considered inappropriate behavior. Consequently, no refund of rental fees or deposit will be issued.
21. Management reserves the right to dismiss any visitor acting in an inappropriate manner.
22. If required, Management will contact the local Sheriff Department for assistance in stopping an activity or dismissing any visitor.

**Please consult with Management regarding any exceptions to the above rules.**

## Cancellation/Refund Policy (W02/07)

1. A refundable security deposit is required before a reservation can be made.
2. If full or partial payment is made (other than the refundable security deposit), a refund will be allowed if cancellation is given 10 business days prior to event. Refunds will be returned in either the form of a check or as credit to the original credit card. Allow 10 business days to process the refund.
3. There will be a \$25 administrative fee assessed for a returned check. This fee will be deducted from the refundable security deposit. If a check written for either a refundable security deposit or a balance due for rental is returned unpaid from the renter's banking facility for any reason, the check will be forwarded to InstaChek, 4358 S. Treadaway Blvd., Abilene, TX 79602, (325) 692-0370, for collection. Additional fees, etc. will be applied to check collection process based on InstaChek policies. The renter will be contacted and will be allowed to secure the reservation in the form of cash or cashier's check.

### Seating Capacity

Church: 100

Gallery: 60

Grounds: 300

Court Room: 30

Non-furnished room of the school: 25

### Standing Only Capacity

Grounds: 300

Gallery: 75

Non-furnished room of the school: 40

Court Room: 45

In making this reservation, I agree to conform to the rules and regulations of the Buffalo Gap Historic Village, Texas Frontier Heritage and Cultural Center, as outlined in the information sheet I have been given. I will assume financial responsibility for any damages caused by the participants or attendees to this event. I guarantee that the facilities will be left in their original orderly condition. I agree to indemnify and hold blameless Buffalo Gap Historic Village, State House Press, McWhiney Foundation Press, Grady McWhiney Research Foundation or McMurry University (indemnities) and their successors and assigns from any claim, action, liability, loss, damage or suit arising from the use of facilities on the above date.

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Date

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Date

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BGHV Representative

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Renter Representative

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Renting Organization (if applicable)

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BGHV Representative

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Renter Representative

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Renting Organization (if applicable)