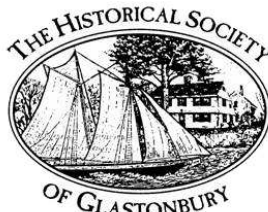


"Knowing our past, guides our future."

Historical Society of Glastonbury, Inc. Properties Terms and Conditions

1. The function shall be private and shall include only The Renting Party, its guests, employees, agents, caterers, bartenders and servers. The Historical Society of Glastonbury, Inc. shall be referred to as the HSG and the Renting Party as RP.
2. The RP and all invited guests shall follow all requests of the HSG and all applicable laws, orders and regulations.
3. RP, its caterer/bartender shall collect and pay any applicable sales and meal tax on food and beverages that may be served. The HSG is not responsible for this.
4. With regards to the Welles-Shipman-Ward property, tents may be put up in designated areas only. Tents, tables, and chairs are not included in the rental fee.
5. Events must conclude by 8 P.M. At all times the HSG reserves the right to direct that noise be kept at an acceptable level.
6. The HSG will give RP's guests a guided tour of Welles-Shipman-Ward House for an additional fee of \$150. The House will be staffed with a museum guide available to answer questions. One hour maximum.
7. The RP is allowed two hours of set-up time and one hour of break-down time. Additional setup time will be billed at \$100 per hour.
8. The layout plan and table arrangement must be submitted by RP to the HSG at least five days in advance of the event. Deliveries to the property must be made by pre-arrangement only, scheduled 48 hours in advance and must be made so that there is no interruption to the HSG scheduled events.



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9. In the event that the HSG feels that there is or will be any violation of the contract terms, state or town regulations, the HSG has the right to cancel the event for cause at any time, including during the event. The HSG will not be responsible for any losses suffered by the RP when the event is cancelled for cause.

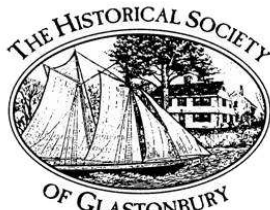
10. The HSG reserves the final right of approval for the use of the premises, and if the HSG should decide to cancel an event for any reason the HSG will make every effort to notify the renter in a timely fashion and will refund the deposit in full, but will not be responsible for any damages including caterer/liquor dealer/rental service payment or deposit that may be imposed upon the RP for such cancellation.

11. The property must be left in clean, tidy and good condition. All garbage, trash, decorations, bar materials, etc. must be removed from the premises by the RP or its agents at the conclusion of the event.

12. The RP will be liable for any damages to the premises and property that is caused by the RP, guests or by persons or companies hired by the RP. The RP agrees to indemnify and hold the HSG harmless from any liabilities, costs or damages based on, or in any way arising from any violation of this agreement or any of the applicable laws, ordinances or regulations of the town, state or owner. Damages shall include any legal fees incurred by the HSG enforcing this indemnity.

13. Alcohol requirements:
 - Any alcohol must be served by a licensed vendor;
 - Servers must remove and dispose of bottle caps prior to serving;
 - Servers will close the bar no less than:
 - 15 minutes prior to the end of a 4-hour event
 - 30 minutes prior to the end of a 5/6 hour event.

14. The following are not permitted:
 - Smoking;
 - Rice or confetti, etc.;



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- Helium balloons;
- Animals or birds;
- Candles, smoking or flames inside;
- Use of nails, tacks or staples;
- Alteration of the grounds, exhibits, buildings, gardens or other parts of the premises (no picking of flowers or fruit etc.)

All Caterers and Bartenders are subject to approval by the HSG.

Rental Fees:

Rental Fee (4-hr. event)	\$700.00
Damage Deposit*	\$500.00
SUBTOTAL	\$1,200.00

Extra Hours @ \$200 per hr.
(maximum 2 hours) _____

Set-up /break-down time
(\$100 per hour over allotted hours) _____

Oversize Event Fee
(\$20 per person over rental fee) _____

Guided Tour of WSW House
(\$150 per hour) _____

GRAND TOTAL _____

*Refundable after the event if the property, exhibits and grounds are left in the same condition, repair and cleanliness as before the event.

AGREED AND ACCEPTED BY:

_____, Renting Party (RP) by _____, Print Name _____,
Title _____ Date: _____ Event Date: _____

Historical Society of Glastonbury, Inc (HSG):

By _____, Print Name _____, Title _____
Date: _____ Event Date: _____