



THE LAWSON CENTER

2018 SPECIAL EVENT APPLICATION

Applicant's Name: _____ Phone: _____

Event name: _____

Host (if other than applicant): _____

Address: _____

City-State-Zip: _____ Email: _____

Are you a current member of The Lawson Center: ___ Yes ___ No (If no, a membership form must be submitted along with your deposit- only TLC members can rent the facility)

Date Requested: _____ Time of Event: _____ to _____

Set up start time requested _____ # of hours of total set up time _____

Maximum number of guests you anticipate for your event: _____
(TLC's maximum capacity is 135)

Will children be included in your event? ___ Yes ___ No Ages _____

Food: ___ Yes ___ No

Catering Company to be used : _____

Beverage: Alcoholic ___ Non-Alcoholic ___ (NYS permit may be required- see Alcohol Control Policy page)

Will you have live music at your event? ___ Yes ___ No

Will you need a PA/microphone? ___ Yes ___ No

Would you like access to the outside decks? ___ Yes ___ No

Would you like access to the Museum/Exhibits during your event? ___ Yes ___ No



Applicant applies to use the requested rental space (designated below) at The Lawson Center (“TLC”) located in Bemus Point, New York subject to all terms, conditions and regulations set forth in this Application, and the guidelines and policies of TLC. The Guidelines and Policies are attached to this Application and made a part hereof.

The Lawson Center will be used for not more than _____ attendees at this event. (135 maximum capacity). Please check museum areas requested:

<i>Check</i>	<i>Rental Space</i>
	Upper level inside (Loft)
	Sunset Deck (adjacent to loft)
	Quarter Deck (street level covered entrance)
	Uppermost Deck (outside uncovered)
	Galley (kitchen) (no stove or oven)
	Mechanical elevator/lift

The Lawson Center has six 8 ft x 30” tables and six 6 ft x 18” narrow tables plus 60 padded metal folding chairs available for client’s use (additional tables/chairs needed would be rented by client.)

A \$200 security deposit is required to hold your reservation. See details under section 1A.

Signature_____

Date_____

Please sign and email this application to Rae Lynn DeAngelo, Events Coordinator to events@thelawsoncenter.org or mail to:

Rae Lynn DeAngelo, Events Coordinator
 The Lawson Center
 PO Box 10, Bemus Point NY 14712
 716-499-2548 for event questions

TLC office:716-386-3355 (please leave message on answering machine)
 Web Site: www.thelawsoncenter.org



The Lawson Center Facility Rental Program

General Information

2018

Applicant/renter, or its authorized representative in the case of an entity or organization must be 21 years of age or older and must be present at the time of the use of the facility.

Reservations can be accepted up to one (1) year in advance of rental.

Applicant / renter must be a current member of The Lawson Center. However, admission for all non-members is included in the rental fee. Membership application/payment must accompany the security deposit, if applicable.

2018 Rates: \$200 per hour Fridays, Saturdays & Sundays, May 28th to September 3rd

 \$175 per hour Monday through Thursday, May 28th to September 3rd

 \$175 per hour Friday, Saturday & Sunday, before May 28th and after September 3rd

 \$150 per hour Monday through Thursday, before May 28th and after September 3rd

I. Leasing the Lawson Center

A. Security Deposit

\$200.00 refundable security damage deposit is required to secure the date and book your event. Applicant shall observe and cause its guests to observe all policies and practices of TLC and directions from TLC staff / volunteers or risk cancellation or shut down of the Event. Applicant agrees to bear all responsibility for damage or destruction to any TLC property, or property which is in the care of TLC (i.e., art shows, displays or exhibits), including any damage done by Applicant's guests. Applicant will be invoiced for all damages that are in excess of the security deposit. Payment for damages is due on receipt of the invoice. If there are no damages or added charge for garbage removal, the security deposit is fully refundable.

B. Payments

Once the security deposit is received and the event is confirmed as booked, the Applicant must provide a deposit equal to 50% of the total rental amount at least 30 days prior to the scheduled event.

Payment of the remaining balance of the total rental amount and any other fees and charges must be made at least seven (7) days prior to the event date or this reservation will be forfeited. If Applicant defaults in its performance of this Application, TLC shall be entitled to retain all funds paid.



C. Cancellation

While cancellations are sometimes unavoidable, should the event be cancelled less than 21 days prior to the reserved event date, it will result in forfeiture of all deposits and payments made.

D. Failure to Occupy

If Applicant fails to occupy the Rental Space or operates other than in accordance with the terms and conditions of this Application, Applicant shall have no further rights under this Application, and TLC shall have the right to lease the Rental Space to another party or use the Rental Space in a manner deemed appropriate by TLC. Lease of the Rental Space to another party shall not relieve the Applicant from its obligation to pay rents, charges, and expenses related to the Rental Space in accordance with this application, and will result in forfeiture of all deposits and payments made.

E. Rental Space

Applicant shall submit plans detailing its proposed design and layout of the Rental Space for approval by TLC staff at least seven (7) days before the Event.

F. Occupancy

TLC has a maximum capacity limited to 135 persons, including all inside and outside spaces.

G. Inspection of Rental Space

Applicant shall arrange for a meeting with Applicant's caterer, any service providers and TLC's Event Manager to discuss plans, guidelines, procedures and any equipment or materials necessary for the Event. Such a meeting must occur at least thirty (30) days before the Event.

II. Use of Rental Space

A. Set-Up Time/ Clean-Up

Subject to availability, the Applicant may have access to the Rental Space at no charge for one hour prior to the start of the Event for set-up and decorating. Additional set-up / tear down time is available at 50% of the event hourly rate. Museum exhibits will be removed by museum staff prior to your event set up. All trash must be bagged and removed by hired caterer or Applicant following the event to avoid removal charges. Requests for additional set-up time must be submitted in writing at least seven days before the event. It is the Applicant's responsibility to assure TLC is left in as good or better condition as before the event (counters clean, floor broom clean with all spills mopped). TLC has an approved cleaning contractor. If you would like to have the work done by the cleaning contractor, please notify us at time of booking for availability and rates. It is TLC policy to allow evening events to operate until 11 PM at which time clean up must begin.

B. Service Contractors/Caterers/Vendors

All caterers must be pre-approved at the time of event booking by TLC staff and comply with all TLC catering guidelines. Catering guidelines are posted in the Galley. All catering garbage must be removed from TLC premises by the caterer when the caterer departs at the end of the event. It is the responsibility of the Applicant to be sure all garbage is removed to avoid added charges.

If an independent contractor (such as caterers, electricians, cleaning staff, etc.) has been designated by TLC to perform services for Applicant, such contractor shall be exclusively authorized to perform such services on behalf of Applicant, and Applicant may not contract for such services with anyone other than the contractor designated by TLC.

Applicant must provide TLC with a delivery and arrival schedule for all catering staff, delivery personnel and other persons associated with the event at least one week prior to the event.



C. Alcohol Limitations

The Lawson Center Alcoholic Beverage Control Policy

Private Party Catered by outside Catering Service

- Beer, wine and alcoholic beverages cannot be SOLD. All alcoholic beverages must be provided to invited members and guests of The Lawson Center at NO CHARGE.
- This is a private event and not open to the public.
- All beverages including soft drinks must be served in unlabeled plain containers, cups or glassware by a paid bartender .
- Contracted caterer must provide a copy of their liquor liability policy naming The Lawson Center as “additional insured”.
- Contracted caterer must provide a “one time” Caterer’s Permit issued by the New York State Liquor Authority to the Lawson Center Trustee event representative two weeks in advance of the event which will be filed with paperwork for each individual event.
- It is the responsibility of the party host to be sure each caterer file for and provide a Caterer’s permit on a timely basis.
- Contracted caterer should allow at least 45 days in advance to obtain the Caterer’s Permit due to New York State Liquor Authority workload.
- Applicant warrants that no alcohol will be served to any underage person.
- TLC, in its sole discretion, reserves the right to refuse service or distribution of alcohol to any person or party deemed to be intoxicated or out of control.
- Persons attending events where alcohol is to be served must confine themselves to the Rental Space. No alcoholic beverages will be allowed outside the Rental Space.
- Final service of alcoholic beverages (“last call”) shall be 30 minutes before consumption must cease. Serving of alcoholic beverages must cease at the conclusion of the Event or at 10:30 pm, whichever occurs first.

Private Party not provided by an outside caterer - BYOBWC

- The host provides beer, wine and champagne only with no paid bartender. Alcoholic mixed drinks/hard liquor are not permitted.
- Beer, wine and champagne must be provided to members and event guests at NO CHARGE.
- This is a private event and not open to the public.
- All beer, wine, champagne as well as soft drinks must be served in unlabeled plain containers, cups or glassware.
- No New York State Liquor Authority Permits are required.
- Beer and wine are purchased by the host from retail store and provided to adult members and guests invited to the party by invitation FREE.
- Host assumes liability for actions of guests as they would a party in their own home.
- Applicant warrants that no alcohol will be served to any underage person.
- TLC, in its sole discretion, reserves the right to refuse service or distribution of alcohol to any person or party deemed to be intoxicated or out of control.
- Persons attending events where alcohol is to be served must confine themselves to the rental space. No alcoholic beverages will be allowed outside the Rental Space.
- Final service of alcoholic beverages (“last call”) shall be 30 minutes before consumption must cease. Serving of alcoholic beverages must cease at the conclusion of the Event or at 10:30 pm, whichever occurs first.



D. Accessibility Considerations

Applicant shall have use of the handicapped lift and handicapped equipped bathrooms for guest consideration.

III. Compliance and Insurance

A. Compliance with Laws and Regulations

Applicant shall comply with all applicable state, federal and local laws and regulations and with all guidelines of TLC, including, but not limited to all fire, safety and health regulations. Applicant represents and warrants that the exhibition, promotion or sale of goods or services by Applicant will not violate any applicable law or regulation. Applicant represents and warrants that the exhibition, promotion or sale of any goods or services by Applicant will not violate any copyright, trademark or other such law for the protection of intellectual property.

B. Interpretation of Rules and Regulations

TLC shall be the sole and exclusive authority to interpret and construe rules, regulations and standards of conduct set forth herein or any other materials made a part of this Application. TLC reserves the right to make such further rules, regulations and impose such standards of conduct as it, from time to time, deems reasonably necessary to the orderly, efficient and professional production and operation of TLC.

C. Insurance

As a dues paying member of The Lawson Center, Liability insurance for your event is covered by The Lawson Center's insurance policy. However, it is recommended that the Applicant carry and maintain, with respect to the Event, including set-up and removal, additional personal injury and property damage insurance coverage under a policy of general liability insurance with limits of at least \$300,000 combined single limit for personal injury and property damage. The Applicant will ask and require caterers or other outside contractors hired by the Applicant to show proof of Worker's Compensation Insurance, general liability and a liquor policy naming The Lawson Center as "additional insured".

D. Hold Harmless

While security may be provided, it is required that Applicant carry insurance for loss, damage or injury to its personnel or property while in transit or onsite. TLC shall not be liable for any loss, damage, injury to the person or property of Applicant, its officers, agents, employees or guests incurred on TLC premises or arising from participation in the Event. Applicant shall also be liable for any and all damage or injury (including death) caused or contributed by, its agents, employees or guests to the person or property of TLC, other guests and attendees, and all others on or about TLC premises. Applicant expressly agrees to save and hold harmless TLC and its officers, agents and employees from any and all such claims arising from loss, damage, negligence or injury (including death).

IV. Other Provisions

A. Subletting of Rental Space

Applicant shall not assign, sublease, license or otherwise transfer the whole or any part of this Application or the Rental Space to any third party, nor shall it permit or have in the Rental Space representatives, equipment or materials from persons, businesses or entities other than the Applicant's unless approved in advance by TLC in writing.



B. Separability

In the event that any provision of this Application is deemed unlawful or unenforceable, the remaining provisions of this Application shall remain in full force and effect and shall be enforceable in accordance with its terms.

C. Right to Modify or Revise

Once accepted, modification of this Application must be approved in writing by the Event Manager of TLC or his/her designee.

D. Marketing, Promotions & Sale of Items

4.1 Distribution of Items

Items distributed at an Event, as well as pre-rental promotional materials, must be approved by TLC at least seven business days prior to distribution. Any unauthorized promotion may result in cancellation of the reservation. THC reserves the right to edit all materials.

4.2 Sale of Items

4.3 Sale of items is not permitted during an Event. TLC Museum Store can open if so requested. Requests to have TLC Museum Store open must be made at least fourteen (14) days prior to the Event.

4.4 General Public Promotions/Marketing

An event inviting the general public is required to have participants pre-register. Attendance at the Event may not exceed the number specified in this Application or the applicable fire code.

E. Photograph Release

Applicant grants permission to TLC to take and use photographs of Applicant and/or guests for the purpose of promoting Museum facilities, services, programs and/or special events. Photo selection, cropping and reproduction will be determined at TLC's discretion.



The Lawson Center

2017 Guidelines and Policies

1. Restrictions on Rental/Usage

- Applicant / renter must be a current member of The Lawson Center.
- TLC, in its sole discretion, reserves the right to limit or otherwise restrict the use of its premises. Such restrictions may include TLC's refusal to permit persons, parties and/or organizations from entering its premises.
- Rental events may not interfere with regularly scheduled Lawson Center programming or other visitors' experiences.
- TLC may close the Rental Space if, in TLC's sole discretion, closing is the best way to ensure safety and maintenance of the Museum and its users.

2. Display and Décor

2A. Installation:

All decorations and related materials must be pre-assembled and transported in finished form to TLC. For the protection of our woodwork, interior wooden steps and structures, the following guidelines are strictly reinforced:

- No tacks, staples, or tape of any kind may be used on structures, or on walls, furniture or carpet.
- To prevent damage to woodwork, band equipment and large event props must enter up the outside deck steps and not interior stairwells.
- Furnishings, including the equipment, display, curtains, and wall decorations, and exterior items can only be moved by under the direction and approval of TLC staff.
- Use of pop-up tents, archways, tables, kneelers and runners must be pre-approved by TLC Facility Rental Coordinator.
- Birdseed, rice, balloons, streamers or confetti may not be thrown inside the museum areas. Fresh flowers and bubbles may be authorized inside structures and designated locations.
- Open flames use is restricted. All candles must be in votives or enclosed in flame resistant holders. (Note: If candles are used, caterer must provide flame resistant table cloths.)
- Electric candles are preferred.
- Food service requiring sterno for heating must be supplied by and managed by a professional caterer.

2B. Removal of Display and Décor:

Applicant will completely remove all display materials, exhibits and décor immediately upon completion of the rental period. If Applicant fails to do so, TLC may do whatever is necessary to complete the removal at the sole expense of Applicant, and Applicant shall pay to TLC all fees and charges for such removal with interest at the maximum rate allowed by law.



3. Temporary Structures – Tents

Outdoor tent rentals will be limited to the Upper Deck site area only.

- Applicant may contract to erect a tent no larger than 20' x 40' on the Upper Deck.
- Tents must be free-standing and cannot be secured to the building with nails, screws or other mechanisms that might damage the walls or railing of the deck.
- Jamestown Awning is the only contractor approved to tent the deck areas of the TLC.

The tent can be erected no sooner than 24 hours before the start of the scheduled Event and must be taken down no later than 24 hours after the end of the Event. A TLC staff member must be on site when a tent is erected to avoid damage.

4. Storage

TLC does provide pre-rental or post-rental storage for rental tables and chairs. For convenience, they are to be delivered to and picked up from the lower deck area. TLC assumes no liability for lost, stolen or damaged items.

5. Smoking and Open Flame Policy

Smoking is prohibited in all structures; smoking is permitted only on the lake dock area level. All tobacco waste shall be deposited in proper trash receptacles. Open flames use is restricted. All candles must be in votives or enclosed in flame resistant holders. (Note: If candles are used, caterer must provide flame resistant table cloths.)

6. Youth (Minors) & Pets

Applicant must ensure that there is a ratio of at least one adult to every 15 children under the age of 18.

7. Parking

The Lawson Center does not have a designated parking lot. Due to the fact that multiple events can be conducted simultaneously in the Village of Bemus Point, parking is on a "first-come, first-served" basis. Over-flow parking is available near the elementary school lot. Guests must comply with the Village of Bemus Point parking regulations.