



Rental Policy Terms and Conditions

Friends of the Arboretum, Inc.
P.O. Box 1395
Quitman, TX 75783

Rate Schedule and Fees

- **Stinson House** - includes lower level of the house, bathroom, kitchen area, porches, pavilion, and gardens. The fee is \$250 per hour with a one hour minimum per visit including set up time, event time, clean up time, and any time for delivering and picking up food/tables/chairs/etc.
- Garden area - includes pavilion and all areas inside the metal fence. The fee is \$100 per hour including set up time, event time, clean up time, and any time for delivering and picking up food/tables/chairs/etc.
- Tables/Chairs/Serving Pieces: Folding plastic chairs - \$2.50 per chair; Folding tables (round and rectangular) - \$5.00 per table; China - \$.50 per piece; Serving trays - \$5 per piece.
- If alcohol will be served, renter is responsible for hiring certified Wood County police officer(s) as per local ordinance.
- A refundable \$150 security deposit is required for all events.

Terms of Use

1. Use of the house and gardens are restricted to the hours between 9:00 AM and 10:00 PM. The house and grounds are not available for rental on

the following holidays: Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day.

2. Renters agree to comply with all City of Quitman, state, and federal laws, including Internal Revenue Service regulations for collections of fees and refunds, Texas Alcoholic Beverage regulations for liquor licenses and all other regulations and legal decisions related to serving of alcoholic beverages.
3. Consumption of alcohol at any event at the Arboretum requires the approval of an Arboretum officer and a signed contract for the event. Renter must provide for the presence of a certified Wood County peace officer, or officers, as required by local ordinance.
4. The total number of people allowed in the house at any one time is limited to 50. The total number allowed on the grounds is limited to 250.
5. The standard rental agreement does not include the use of the upstairs. In any event, this area is to remain off-limits to the public. A special arrangement may be made for private use.
6. An Arboretum officer must approve the use of any electrical equipment or heaters to be used in conjunction with the rental. Specific electrical restrictions apply.
7. A \$150.00 security deposit is required along with a signed contract. The security deposit is a separate fee from the rental fee and is refundable after the event if all conditions of the contract are met. Rental fees are due no later than the start of the rental period.
8. In the event of cancellation, written notification is required seven (7) days in advance of the rental date to receive full refund of the security deposit. Cancellation after that day will result in forfeiture of the security deposit.
9. Contracted time is strictly enforced due to scheduling of personnel. If circumstances force additional time beyond that stipulated in the contract, additional charges will be accrued at the published hourly rate.
10. Renters are responsible for removal of any rental equipment rented from third party vendors immediately after an event. Renters must return any chairs/tables/equipment used outside and rented from the Arboretum to the proper storage areas immediately after an event.

11. All garbage must be bagged and removed from the property. Under no circumstances should food, beverages or dirty dishes be left overnight in the building or on the property. Failure to comply with this condition can result in the forfeiture of all or part of the security deposit.
12. No property (chairs, tables, couches, décor, etc.) may be moved or used without approval of an Arboretum officer. It is the renter's responsibility to inform guests of the Arboretum's policy regarding contents of the Stinson House. Failure to comply with this policy can result in the forfeiture of all or part of the security deposit.
13. All decorations, props, banners or platforms to be used for functions, including table decorations, must be approved by an Arboretum officer. Wax candles, incense, confetti, rice, decals, stickers, permanent tape and similar matter are strictly prohibited. Birdseed may be used outside of the house in the lawn area.
14. Arboretum personnel and security personnel are present only to provide protection for the building and its contents. Arboretum personnel and security personnel are not allowed to carry equipment or other items for renters as related to house and gardens use for an event.
15. Renters release the Arboretum from all liability associated with loss, personal injury or death related to use of the Stinson House or Garden area.
16. Individuals or organizations renting the Stinson House agree to assume all responsibility and liability for any damages done to the gardens, building or its contents by themselves, their members, guests or organizations employed by them to facilitate their event.
17. Smoking inside the Stinson House is absolutely prohibited.
18. Use of any insect spray in the house or in the garden areas requires the prior approval of an Arboretum officer.
19. The Stinson House kitchen is NOT designed/authorized for commercial cooking. This area is to be used for plating food to be served to your guests. Caterers should be prepared to bring heated food in hot boxes to keep it warm for your event

20. The pavilion may not be used for preparing or heating food or for running electrical heaters.
21. Grills, chimineas, and fire pits are prohibited.
22. Renter is responsible for renting at least one portable toilet for any event with more than 50 people in attendance. The number required will be determined based on the number of people attending your event and whether you will be serving alcohol.
23. The Arboretum is not responsible for cancellations due to weather, quarantines, government mandate, or other force majeure events. In the event of a forced cancellation, the Arboretum will work with Renters to reschedule the event or refund the deposit.

I, _____, agree to the Rental Policy Terms and Conditions.

Signature: _____ Date: _____