

(c) Time Allowance

The bridal party, including the photographer, will have access to the Mansion two hours prior to the ceremony. Arrangements for floral delivery must be made with the Curator. If the florist, photographer, or wedding consultant require access to the Mansion for more than two hours, additional charges of \$30.00 an hour will be levied. The wedding party will be allowed use of the Mansion two hours from the time the ceremony begins.

Receptions, dinners, standing hors d'oeuvres parties will be allowed use of the Mansion for four hours. Beyond that an hourly charge of \$100.00 an hour will be levied.

(d) Photography

Photographers and Users are responsible for all items on the "Photographers Guidelines" sheet. Users must provide a copy of this sheet to the photographer. No commercial use of photographs is permitted without Director approval.

(e) General

No Smoking is permitted in the Mansion.

The piano, if used, is to be tuned at User's expense. No food or drinks are allowed on the second floor. All furniture must be carefully lifted, if moved, and replaced in the original position, under the supervision of the Curator. A responsible adult must directly supervise all children. Plans for music, entertainment, decorations and flowers must be cleared with the Curator. Candles are not allowed; votives possible upon approval. Decorations can be placed but not hung or tied to the interior décor of the Mansion. Decorations can be brought in just before the rental and must be removed immediately following the event. One or more Mansion Curator and/or staff person will be present throughout any event.

The User agrees to defend, indemnify, and hold the Cook-Rutledge Mansion harmless from any responsibility or liability for any death, personal injury or property damage sustained by any person or thing, which is caused by or arises out of any act or omission by the User while engaged in the performance of this agreement. Any verbal agreement with the Mansion, or variance with above will be written as an addendum to this contract and subject to Director approval. The Cook-Rutledge Mansion reserves the right to request the removal of any person whose actions jeopardize the safety of guests, personnel, the museum or its collections.

4. **RESPONSIBILITY FOR DAMAGE:**

The User agrees to be responsible for all damage sustained to the Mansion, grounds, or contents and shall reimburse the Board of Directors within 14 days after notice of damage or loss sustained. Utmost care is necessary in protecting and preserving the structure and its contents.

Dated this _____ day of _____, 20____.

User

By _____
Cook-Rutledge Director or Curator