

RENTAL FEE

2 Day-\$1200 Deposit \$600

1 Day-\$400 Deposit \$400

4 Hour-\$200 Deposit \$200

ALLEN HOUSE RENTAL POLICY/AGREEMENT

Name _____ Date of Event _____

Address _____ City, State, Zip _____

Telephone-Home _____ Cell _____

Email _____

Preferred contact method _____

Event _____

Contact Person _____ Cell Phone _____

Will any of your guests need overnight hotel accommodations? _____ How many? _____

GENERAL INFORMATION CONCERNING RENTAL

Full day and 4 hour rentals may use the down stairs area including the kitchen.

Two consecutive day rentals includes use of the full house, upstairs and downstairs, kitchen, outside grounds, the taking down and storing of Allen House tables and chairs and cleaning of floors.

Banquet tables are stored on the back porch. Card tables are stored in the closet under the stairway. No Allen House linens are available for use by renter.

Kitchen use includes use of any and all dishes plus flatware that can be found in the kitchen area. Silver trays and punch bowl with ladle may also be used.

Renter may use the kitchen towels but please place wet towels on the sink area after usage. Allen House will launder them.

If furniture is moved, please lift pieces, do not drag across the floor.

The piano is never to be moved. If you move any furniture, it must be returned to its original location after the event.

CLEAN UP INSTRUCTIONS

All trash must be bagged and put into outside dumpsters.

All furniture must be returned to its original location.

Floors must be swept or dust mopped. If any substance is spilled during your rental, we ask that you clean it up with a damp cloth immediately and dry with a dry cloth to prevent an accident and damage to floors and furniture.

If dishes are used, they must be washed and returned to the cabinets from which they were removed. You may use the dishwasher but after washing/drying you will need to return dishes to cabinets in your allowed rental time.

RENTAL DEPOSITS

A rental deposit is collected when the Allen House is booked. Half of the rental fee constitutes the deposit. Therefore, 2 consecutive day rentals pay \$600 down, full day rental \$200 down, 4 hour rental \$100 down. The balance of the rental fee and damage deposit is due in full 30 days prior to event.

The cost to repair/replace any damaged property of the Allen House will be deducted from your damage deposit. If the cost exceeds your damage deposit, you will be billed for the balance.

Your damage deposit will be returned after an assessment of the house has been completed by the caretaker. A refund check will be sent to the address that was used for the booking, unless otherwise instructed, within 30 days after your event. Damage deposit is not to be considered as part of your event payment.

CANCELLATION OF EVENT

A full refund of all money paid will be returned, provided event is cancelled at least 90 days prior to the event.

If a cancellation is made at least 30 days before event, half of the initial rental fee deposit is refunded. ie: 2 consecutive day rental refunded \$300, full day rental \$200 refunded, 4 hour rental \$100 refunded.

If event is cancelled less than 30 days of the scheduled event, no refund of rental fees.

Any damage deposits collected will be refunded on all cancellations.

Any refunds will be made within 30 days of cancellation. All cancellation must be made in writing and emailed to historicalallenhouse@gmail.com.

I have read and understand this rental agreement.

Renters Signature

Date

Allen House Representative

Date Agreement and Deposit Received

Please return signed contract to historicalallenhouse@gmail.com
or mail to: Lindsay Mortimor, 115 CR 185, Marlin TX 76661.