

**HOBART AND WILLIAM SMITH COLLEGES
OFFICE OF STUDENT LIFE AND LEADERSHIP**

BARN RESERVATION

CONTACT INFORMATION

Contact Person: _____	Phone: _____
Address: _____	

EVENT INFORMATION

Event Name: _____	Date: _____
Time: _____	Estimated attendance: _____
Sponsoring Organization: _____	
Description of Event: _____	

FACILITIES INFORMATION *(Please see information on attached sheet)*

Please provide information about which services/facilities you will need for your event:			
1 st floor	<input type="checkbox"/>	2 nd floor	<input type="checkbox"/>
(Check one or both)			
Number of tables:	_____	Number of chairs:	_____
Location for tables and chairs: _____			
VCR	<input type="checkbox"/>	Refrigerator	<input type="checkbox"/>
Game equipment	<input type="checkbox"/>	Dance/theatre lighting	<input type="checkbox"/>

BARN RENTAL AGREEMENT

The contact person indicated on the front of this form agrees to the following:

1. The contact person must be in attendance at the event during the hours listed on the front of this form.
2. Keys will be distributed to the contact person and are to be held by the contact person ONLY.
3. The contact person agrees to pay \$100 fine for replacement of keys if they are not returned immediately after the event has ended.
4. The contact person is renting The Barn for events sponsored by the contact person and not for any other individual.
5. The contact person agrees to all conditions and fees included in the confirmation letter that accompanies this approved Rental Agreement and Reservation.
6. The cost of replacement for equipment that is damaged or missing will be deducted from a deposit (if applicable) or charged to the contact person or sponsoring organization, as appropriate.
7. All Colleges' policies, as outlined in the Colleges' *Handbook of Community Standards*, apply to all events at The Barn.
8. Furniture and furnishings will be left in place before, during, and after the event.
9. The Colleges are not liable for any costs, including without limitation, damages, reasonable attorney's fees, and administrative costs incurred by the Colleges as a result of any claim or cause of action arising out of this reservation including, without limitation, all claims and/or causes of action brought by the contact person, guests of the contact person, and agents or employees of the contact person or sponsoring organization.

Renter's signature

Date

Colleges' approval

Date

GENERAL INFORMATION ABOUT THE BARN

1. The Barn is located at 172 St. Clair Street, on the Hobart and William Smith Colleges campus. It is a 10,000 square foot facility, divided into two floors. The first floor, or ground level, is partially carpeted and is suitable for meetings, small parties, meals, movie nights, game nights, and other smaller events. The second floor of the Barn features high ceilings and grey cement flooring and is suitable for theatre/stage productions, larger meetings or parties, banquets, dance clubs, live music, or other larger events.

2. Equipment available at the Barn is as follows:

1st floor:

- refrigerator
- bar/sink
- games (air hockey, ping pong, bumper pool, basketball) *
- television with basic cable service
- VCR *
- Picnic tables (3 – seating for 4 at each)
- 3 Futons (couches – seating for 3 on each)

2nd floor:

- dance/theatre lighting *
- staging
- Futons (couches)

An asterisk above indicates that the equipment requires a reservation (see front of this form) and a deposit as indicated below. Dance/theatre lighting requires at least three weeks' notice for programming and additional fees as indicated below.

3. Folding tables and chairs may be available for rental on a limited basis from the Colleges. Please allow three weeks for table and chair requests.

4. Capacity for events at the Barn is 100 for the first floor and 200 for the second floor. Some larger events may require event or security staff from the Colleges or security precautions that are provided by the renter and approved by Colleges staff. Information about security requirements will be provided in writing after this reservation form is reviewed by Colleges' staff.

BARN RENTAL FEES

1. Colleges-recognized groups and Colleges' personnel are exempted from fees associated with Barn Rental; however, they may be responsible for arrangements and costs associated with additional rentals and staff and deposits for equipment.

2. The Contact Person listed on the reservation form must be present at all times during the event and may not represent another person when making a reservation.

3. Typical fees that will apply to off-campus groups and individuals are as follows:

Building Rental	\$50
Event staff/Technical staff fees	\$5.65/hour per staff person
Folding chair rental	\$2.00/each
6-foot folding table rental	\$6.00/each
Game equipment deposit	\$50
VCR deposit	\$50

4. Confirmation and description of fees that apply to reservations will be sent after this reservation form is reviewed by Student Life and Leadership staff. Fees/deposits not received by the due date indicated on the confirmation letter will result in cancellation of reservations.