

Queset House at Ames Free Library Rental Contract

Organization/Individual: _____ Date: _____

Address: _____

Telephone: _____ E-mail: _____

Onsite person: _____ Cell: _____

Date of event: _____ Type of Event: _____

There is no early entry or late departure. Events must be cleaned up and premises vacated by the departure time (no later than 11 pm) or security deposit will be forfeited.

Arrival time (includes set up): _____ Departure time (includes clean up): _____

Event start time: _____ Number of people who will be on premise: _____

Special Requests: _____

Event Package (please check one):

- Queset House and Walled Garden \$600; \$300 security deposit; additional hours: \$150/hour
- Queset Garden, with Fountain and Pergola \$300; \$150 security deposit; additional hours: \$75/hour

OR

Room Rental (please check one):

*Fee is based on hours reserved per room (open hours/after hours) by tier.
Security deposit is not required for room rentals.*

- Tier I – Government agency \$0/\$25
- Tier II – Non-profit \$25/50
- Tier III – Business or private use \$50/\$100

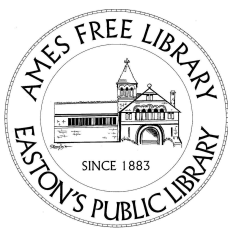
Fee: \$ _____ + **Security Deposit:** \$ _____

****Please note: all events must end by 10:00 pm and premises must be vacated by 11:00 p.m.***

By signing below, you agree to all of the terms and conditions listed in the *Queset House Rental Guide*, acknowledge that any gathering carries a risk of spreading COVID-19, and agree that the Ames Free Library of Easton is not responsible for any incident or infection as a result of the planned event.

Renter's Signature: _____ **Date:** _____

Library Representative: _____ **Date:** _____



Queset House at the Ames Free Library

Rental Guide

Queset House Events

We are pleased that you are considering Queset House at 51 Main Street in North Easton for your special event. Named for the stream which meanders through its manicured grounds, this stone English Gothic house was built in 1853-4 for Oakes Angier Ames (1829-1899), along the style of cottage villas illustrated in A.J. Downing's Architecture of Country Houses. Queset House has a beautiful walled garden, sloping lawns, and a pathway to the restored Italianate Queset Garden. The lovely wood paneled main floor has three large rooms, in addition to a kitchen and a bathroom, ideal for small-to-medium events. Queset House is a casually elegant, affordable option that gives you the flexibility to design a memorable, personalized event.

This house is a historic building and part of the Ames Free Library Campus. Because of the unique nature of our property, we are limited to only a few special events each year during specific times. Your event could be one of them!

Queset House can accommodate parties of up to 40 people. Please note that we are no longer able to accommodate weddings of any size.

Queset House and Walled Garden Private Event:

- 5 hours
- Up to 40 people
- 1st Floor of Queset House and grounds
- \$600.00

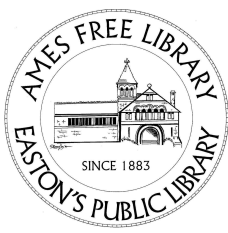
Private Events can only be scheduled on Friday & Saturday evenings and Sundays, and the premise must be vacated by 11 PM.

Your party will have exclusive use of the 1st Floor of Queset House and the grounds, including the outdoor walled garden, screened-in side porch, front veranda and lawn, and access to sections of the 2nd Floor. Additional hours may be rented at a rate of \$150/hour.

A Facility Manager will be on hand during the rental period to ensure that equipment in the building and grounds are functioning properly.

Complete rules and expectations are below. Please read carefully and completely before signing your contract.

Food and drinks are allowed. Catering, additional tables, and place settings (and removal of such) are the responsibility of the renter.



Queset House at the Ames Free Library

Rental Guide

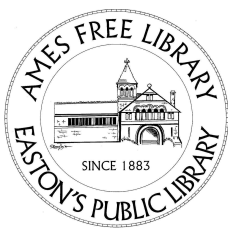
Areas Accessible During a Private Event:

- 1st Floor Library Room (325 square feet)
 - Food & drinks are not allowed in the Library Room
- 1st Floor Information Cafe (281 square feet)
- 1st Floor Presentation Commons (375 square feet)
 - Dining table can seat up to 18 people comfortably
 - Seats up to 40 people if the dining table is moved to the side
 - Allows for direct access to the screened-in side porch, walled garden, and kitchen
- 2nd Floor Conference Room (382 square feet)
 - Can be used as a dressing/preparation room
 - Food & drinks are not allowed in the Conference Room
- Courtyard (912 square feet)
 - Located behind Queset House, and accessible via the Friends Book Sale Room
 - Queset House can provide cafe tables & chairs, and has access to outlets
- Walled Garden (11,105 square feet)
 - Adjacent to Queset House, with direct access to both parking areas, and the 1st Floor Presentation Commons
 - Tents (not provided) can be used here, as can Queset House's cafe tables & chairs
- Kitchen
 - Accessible via the 1st Floor Presentation Commons
 - Can be used to store food and drinks in a refrigerator (not exclusively), and to heat prepared food in an oven
- Three Restrooms
 - one on the 1st Floor
 - two accessible restrooms located on the 2nd Floor, 1 equipped with a baby changing station.

Fee Details and Due Dates for Private Events:

Your event date will be confirmed upon receipt of the signed rental contract.

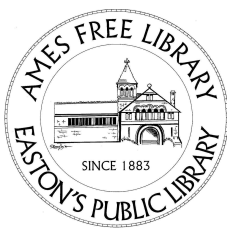
- Full payment is due on acceptance of the signed contract.
- A \$300.00 security/damage deposit is required and is due at the time of booking.
- The security deposit is refundable within 2 weeks after the event is completed and the premises checked. In the event that there is any damage to the House or grounds, the property is left dirty, or you leave after your rental time, the security deposit will be forfeited.



Queset House at the Ames Free Library

Rental Guide

- If the event is canceled within 15 days of the event, all fees will be forfeited and the security deposit returned.
- Checks are payable to the Ames Free Library.
- Credit/debit card payments can be made by request and are subject to a non-refundable processing fee of 3.5%.
- An invoice can be provided by request.



Queset House at the Ames Free Library

Rental Guide

Queset Garden Events

Queset Garden is a restored historic location adjacent to the library parking lot that connects the Main Library to Queset House. While the Library Board encourages residents and others to use the garden, planned events for **groups over 10 and for-profit businesses are subject to a fee**. Smaller groups are encouraged to give a donation to help maintain this garden.

Queset Garden, with Fountain and Pergola:

- 5 hours
- Up to 50 people
- \$300.00

Queset Garden Events can only be scheduled on Friday & Saturday evenings, Sundays, and holidays, and the premise must be vacated by 11 PM.

Your party will have access to the garden, fountain, and pergola. Additional hours may be rented at a rate of \$75/hour. During the rental period Queset Garden will be marked off as closed to the public. However, given the open and public nature of the Garden when not reserved, other people may also be present in the Garden.

Complete rules and expectations are below. Please read carefully and completely before signing your contract.

Food and drinks are allowed in the Garden. Catering, tables, chairs, and place settings (and removal of such) are the responsibility of the renter. There is no storage space in the Garden; any equipment (chairs, awnings, arbors, etc.) must be delivered to the Garden and removed from the Garden during the established rental period. Tents or any equipment or structure that punctures or digs into the ground are not permitted. Electric outlets can be found behind the pergola. No public restrooms are available in the Garden.

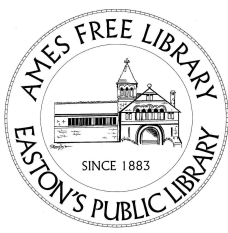
For-profit business:

- Businesses can use the Garden for \$50.00 an hour, if used for less than 5 hours.

Fee Details and Due Dates for Private Events:

Your event date will be confirmed upon receipt of the signed rental contract.

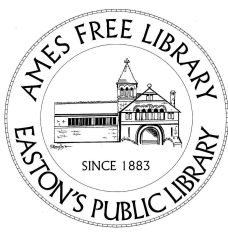
- Full payment is due on acceptance of the signed contract.
- A \$150.00 security/damage deposit is required and is due at the time of booking.
- The security deposit is refundable within 2 weeks after the event is completed and the premises checked. In the event that there is any damage to the House or grounds, the property is left dirty, or you leave after your rental time, the security deposit will be forfeited.



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Queset House at the Ames Free Library

Rental Guide

Queset House Room Rentals

Queset House is an extension of the library and for the use of the library. The rooms within Queset House are designated for specific purposes, some with related computer equipment. The rooms provide workspaces for informational meetings, presentations, and small group discussions. All rooms have wireless internet connectivity. These spaces are normally used on a walk-in first come, first served basis, if no prior reservation has been made by either the library or an outside entity. Selected rental times may be discussed with library staff for appropriate activities and if other space is not available.

- Meeting room use is limited to times that the Ames Free Library is open, and as such cannot be accommodated on Sundays, holidays, or other days when the Library is closed to the public.
- In the case of conflicting requests, priority is given to: the library, its Board, and other related organizations; Government agencies, either local, state, or federal; Non-profit organizations; all others.
- Meeting room space is intended for specific events rather than regularly scheduled meetings (e.g., monthly). However, we welcome inquiries and may accommodate such meetings if space is available with an advance reservation of no more than 30 days.
- A maximum of 4 reservations can be made per individual/organization per month.
- Please note that if you plan to use the Audio/Visual equipment in the Presentation Commons or Conference Room, you must come to Queset House during opening hours before your reservation to be trained by a staff member on using the equipment.
- Meeting Room use by more than 30 people cannot be accommodated; for events of that size, please inquire into a Private Event Rental at www.amesfreelibrary.org/renting-queset-house.org.

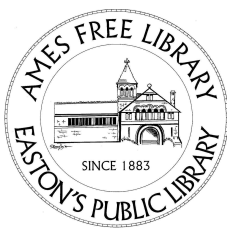
Description of Rooms:

Presentation Commons (375 square feet)

- first floor
- technology: projector and screen, sound equipment, DVD/Blu-Ray

This formal wood-paneled, former dining room provides an elegant setting for conference or theater-style seating. It is ideal for presentations and small luncheons or dinners. A banquet table seats 18; row seating accommodates 30 chairs.

Your reservation includes private access to the attached kitchen. An enclosed porch connects the room directly to the House's walled garden. Restrooms are available in the public space of the first floor.



Queset House at the Ames Free Library

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Conference Room (382 square feet)

- second floor
- technology: 70" high-definition TV, DVD/Blu-Ray

Ideal for workshops, classroom-style activities, or theater seating, this room provides a professional and private setting. Up to eight task tables may be configured as needed, providing classroom or conference seating for 12. By removing the tables, rows of chairs can accommodate 30 people. Equipped with a 70" high-definition TV screen, DVD/Blu-ray, and data network. By special arrangement, presentations may be simulcast to or from the first floor Presentation Commons.

Restrooms are available in the public space of the second floor.

Smaller workspaces

Makerspace (208 square feet)

- second floor
- up to 10 people
- technology: Ellison die cutter, sewing machines available by special arrangement

A bright corner room with space for group activities and instructional meetings for crafts such as knitting, quilting, simple robotics, and beading. Up to ten people can work together at the table provided.

Restrooms are available in the public space of the second floor.

Information Café (281 square feet)

- first floor
- up to 8 people
- technology: n/a

This intimate space is ideal for smaller groups of six to eight people. Three smaller tables can be used for one on one discussions, or brought together to seat up to eight people.

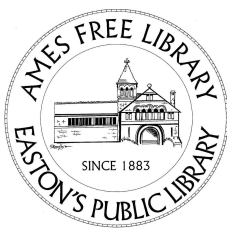
Restrooms are available in the public space of the first floor.

Library Room (325 square feet)

- first floor
- up to 4 people
- technology: n/a

The historic Library Room is a cozy study perfect for four people to meet, either relaxed around a coffee table, or seated at the table in the windowed alcove. Food & drinks are not allowed in the Library Room.

Restrooms are available in the public space of the first floor.



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Fee Details and Due Dates for Room Rentals:

Payment is based on the organizational tier using the room, the amount of time reserved, and if that time coincides with the Ames Free Library's open hours.

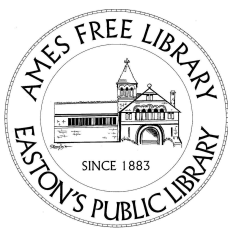
Organizational Tier	1 Room, Open Hours <i>Mon. – Thur. 9 am – 8 pm</i> <i>Fri. 9 am – 5 pm</i> <i>Sat. 10 am – 5 pm</i>	1 Room, After Hours
Tier I: Government Agencies: Local, State, or Federal	Free	\$25.00 per hour
Tier II: Non-Profit Civic, Cultural, Educational, or Community Groups	\$25.00 per hour	\$50.00 per hour
Tier III: For-Profit Business or Personal, Private Use	\$50.00 per hour	\$100.00 per hour

- No security deposit is necessary.
- Your reservation will be confirmed upon receipt of the signed rental contract. Full payment is due on acceptance of the signed contract.
- Checks are payable to the Ames Free Library.
- Credit/debit card payments can be made by request and are subject to a non-refundable processing fee of 3.5%.
- An invoice can be provided by request.

Qualifications for Exemptions from Rental Fees and After-hours Use

Meetings and events which are sponsored by the Library in support of its mission and goals, or are sponsored by agencies of town and regional government groups are exempt from rental fees. In general, there is no charge for group events that are educational, free, and open to the public during the regular operating hours of the library; please contact the library to see if your event meets these criteria.

After-hours use by any group for any reason is fee based and needs to be scheduled a minimum of 3 days in advance.

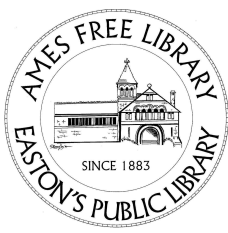


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General Rules for all Rentals:

- There is no early entry or late departure.
- No DJs or music requiring amplification are permitted, for either indoor or outdoor events.
- Noise levels must be deemed appropriate and reasonable by the Facility Manager.
- No open flames are permitted within the building, veranda, or porch (this includes chafing dishes).
- Confetti, streamers, and other small debris are not allowed.
- Nothing may be attached or anchored in any way to any part of the Queset House or Queset Garden's pergola.
- Furniture may be moved only with permission and under the supervision of the Facility Manager, and must be returned to its original location before your departure time.
- Groups are responsible for paying for the replacement or repair of lost, stolen, or damaged equipment, furnishings, and infrastructure of Queset Garden.
- Food and drink are not allowed in the 1st Floor Library Room.
- Organizations are responsible for bringing their own supplies and utensils if refreshments are served.
- Any decor brought to the house such as flowers, linens, china, and other paraphernalia must be removed from the rental space during the rental time.
- Any leftover food, drink, or supplies must be removed from the rental space during the rental time.
- Party is responsible for removing trash from the premises. Additional trash and recycle bins are located next to the Main Library Building if more room is needed.
- If used, the kitchen must be left clean, including floors, counters, sink, stove, fridge, and oven.
- Smoking, including e-cigarettes and other forms of tobacco are not allowed in any part of the premises at any time. It is the responsibility of the client to inform all attendees of the No Smoking policy.
- An adult sponsor must accompany groups of high school age and younger children for all room reservations. There must be at minimum 1 adult sponsor for every 5 minors.
- Intrusion of any group, activities, or displays into areas not reserved in advance is not allowed.
- The Library Board and the Town of Easton or their employees or agents are not liable for any claims arising out of the use of this facility.



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- The Ames Free Library, its Board of Directors, and any agent of the Library may cancel an event at any time if any Queset House and Garden Rental rules or provisions are violated by a renter or any member of their party.
- The Library makes the Queset House and Queset Garden available on equal terms to all persons and groups, regardless of opinion or affiliation.
- In allowing a group to use the Queset House and Queset Garden, the Board and library staff does not imply any endorsement of the group's beliefs, policy, or program. No group shall, in any of its publicity, state or suggest that Ames Free Library, the Board, the Board members individually, the Town, or the library staff sponsor or endorse in any way the meeting, the group, or any particular set of ideas.
- Advertising materials may include the location address, but not the library's phone number or email address for information.
- Rental fees are paid to the Ames Free Library to support campus maintenance and programming at the library, Queset House, and Queset Garden.
- A signature on the *Queset House at Ames Free Library Rental Contract* constitutes an agreement to abide by all rules, provisions, and guidelines.

The management of Queset House reserves the right to remove from the premises any person(s) behaving in a manner considered to be potentially harmful or detrimental to Queset House, its grounds, or other event guests.

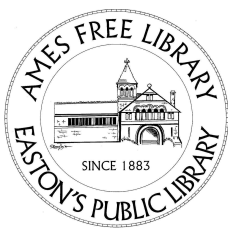
Set-up & Clean-up:

Any set-up and clean-up must occur within the arrival and departure times agreed upon. Guests or subcontractors' vendors requiring more time for set up or clean up outside of the 5 hour rental may contract extra time on a per hour basis provided it does not interfere with library operations. Table and chair deliveries, tent set up and removal can be outside of the included time, but not by more than one day. Tables and chairs can be left in the screened-in side porch after delivery and in preparation for pick-up.

Going over your rental time will result in the forfeiture of your security deposit.

Tents:

Tents are permitted within the Walled Garden, and are not provided by Queset House. Tents must be rented from BC Tent and Awning Co., Inc. (1-800-660-TENT/www.bctent.com), a company familiar with our grounds, measurements, and constraints. They are able to set up a tent the night before or the morning of the event, and remove it early on the day after the event is finished. Renters of Queset House will receive a 10% discount.



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Vendors:

You must provide the library with the name and contact information of any vendor who will be bringing in non-consumable equipment or materials (catering equipment, linens, tables, etc.). This list must be submitted at least seven days prior to your event.

Parking:

15 spaces are available along the driveway to Queset House and 10 spaces can be located behind the walled garden to the left. Parking at the main library parking lot (30 spaces) is available only when the library is closed. Public parking is available in the center of Easton, next to the Rockery, and behind the Children's Museum.

Accessibility:

The Queset House is accessible to all; for information on building accessibility please email quesethouse@amesfreelibrary.org.

Insurance:

Persons or groups using the facilities must maintain insurance which shall insure the library against any liability: Persons or groups using the facilities must provide a Certificate of Insurance to the Ames Free Library of Easton, Inc. as Certificate Holder indicating the General Liability or Personal Liability Insurance they have in effect. If the applicant has Automobile Liability, Umbrella Liability or Workers' Compensation insurance, these policies should also be indicated on the certificate. In the certificate under Description of the Operations it should be indicated that the Ames Free Library of Easton, Inc. is an additional insured under the applicant's General Liability Insurance. (Note: "Personal Liability" is located in the applicant's homeowner policy.)

A signed copy of the Liability Policy must accompany your payment.

Liquor:

Alcohol is allowed in Queset House and its grounds. If visitors will be purchasing alcohol from you or a vendor you have contracted, a one day liquor license is required; applications should be made to Easton's Select Board at least 30 days prior to the event.

A liquor license is not required if your event is by invitation only, admission to invited guests is free of charge, and no money is exchanged for alcoholic beverages.

Fundraising:

Outside for-profit or non-profit groups renting or using the space at Queset House are permitted to host fundraisers only if they are of benefit to the Ames Free Library campus. Fundraising events require prior approval by the Ames Free Library Board of Directors.