

The Historic Allen House Rental Contract

305 Ward Street, Marlin, Texas 76661

254-883-3662

Name of Renter: _____

Address: _____ City, State, Zip _____

Telephone: Home _____ Cell _____

Email: _____ Preferred Contact Method: _____

Type of Event: _____ Date(s) of Event: _____

The Allen House is available for use between the hours of 9:00 AM and 11:00 PM

Please Check one: _____ Photoshoot (3 hour maximum) Start and Stop Time: _____

_____ Five-hour rental Start and Stop Time: _____

_____ One-day rental Start and Stop Time: _____

_____ Two-consecutive day rental Start and Stop Time: _____

The Allen House will provide the following:

1. Opening of doors just prior to the agreed upon start time.
2. Ensuring that the House is clean prior to the event.
3. Photoshoots include the use of the first floor and the grounds/lawn.
4. Five-hour rentals include the use of the downstairs area including the kitchen and the outside grounds/lawn. The upstairs area is NOT available.
5. One-day rentals and two-consecutive day rentals include the use of the full house (downstairs, upstairs, kitchen) and outside grounds/lawn.
6. Banquet tables, which are stored on the back porch.
7. Card tables, which are stored in the closet under the stairway.
8. Folding chairs, which are stored on the back porch. These folding chairs are not to be used on the lawn.
9. Use of the kitchen, which includes dishes and flatware stored in the kitchen.
10. Silver trays and a punch bowl with ladle are available in the large living area.
11. Laundered kitchen towels are available in the kitchen drawers.
12. The use of the grand piano, upon request, but it CANNOT be moved.
13. Use of the furniture with the provisions listed under Renter Responsibilities below.

Renter Responsibilities:

1. The two wooden dining tables can be made larger by using the available extensions found in the closet under the stairway.
2. If the furniture is moved, lift the furniture up so not to scrape the antique wooden floors. Any furniture that is made of glass or contains glass CANNOT be moved.
3. As stated earlier, the piano is NOT to be moved.
4. The Allen House is not a venue for dancing except for a wedding first dance with two people.
5. Renter furnishes all needed linens, except kitchen towels.
6. For one-day rentals and two consecutive-day rentals, the upstairs furniture and other items CANNOT be moved.
7. Children are NOT allowed upstairs unless accompanied by an adult.
8. As stated earlier, Allen House folding chairs CANNOT be used on the lawn. Renter may use own chairs on the lawn.

Renter Clean-up Responsibilities

1. All set-up and clean-up responsibilities must be completed within the agreed upon timeframe of the event.
2. At the end of the event, the Allen House furniture needs to be returned to its original state.
3. The banquet tables, card tables, and folding chairs are to be returned to their designated storage areas.
4. All kitchen items, including dishes and flatware, must be washed and returned to their original storage area in the kitchen.
5. Place any used Allen House kitchen towels in the kitchen sink when Event has ended. The Allen House will laundry them.
6. Trash must be bagged and placed into the outside trash receptacles.
7. Floors must be swept or mopped.
8. Any substance spills during the event must be cleaned up immediately with a damp cloth and dried with a clean cloth to prevent damage to the floors or furniture.
9. At the end of the event, lock the three (3) downstairs entry doors. Turn off the lights. Lock and exit through the kitchen door.
10. If a caterer is used, the caterer must set up, break down, and remove items within the agreed upon event start/end time. Any exceptions must be discussed/approved by the Allen House. The Allen House is not responsible for damaged or stolen items belonging to the caterer.

Rental Fees

1. Photoshoots: \$250.00 due upon contract signing. This payment includes a \$50.00 REFUNDABLE damage deposit. Both the first floor and the grounds/lawn of the Allen House are available.
2. Five-hour rental: \$600.00 due upon contract signing. This payment includes a \$300.00 REFUNDABLE damage deposit.
3. One-day rental: \$1000.00 due upon contract signing. This payment includes a \$500.00 REFUNDABLE damage deposit.
4. Two consecutive-day rental: \$1700.00 due upon contract signing. This payment includes a \$700.00 REFUNDABLE damage deposit.

Refundable Damage Return Policy

1. The cost to repair or replace any damaged property of the Allen House will be deducted from your damage deposit.
2. If the cost exceeds the damage deposit, the Renter will be billed for the balance.
3. The damage deposit (minus any repair or replacement costs) will be refunded to the Renter.
4. The refund check will be sent to the Renter’s address stated above, unless otherwise instructed within 30 days of the event.

Cancellation of the Event

1. All cancellation requests must be made in writing and sent to historicalallenhouse@gmail.com
2. A full refund of the Event will be returned provided the Event is cancelled 90 days prior to the Event.
3. If the cancellation is made between 89 days and 30 days before the event, the following refunds will apply:

Photoshoot ----- \$ 50.00 of the \$250.00 will be returned

Five-hour rental ----- \$300.00 of the \$600.00 will be returned

One-day rental ----- \$500.00 of the \$1000.00 will be returned

Two-day rental ----- \$700.00 will be returned

4. Any cancellation made within less than 30 days of the event, half of the refund will be returned.
5. Available refunds will be returned to you within 30 days of the cancellation of the event.

I have read and understand this Allen House rental agreement.

Date: _____

Renter’s Signature

Renter’s Printed Name

Allen House Representative’s Signature

Date Contract & Payment Received

Allen House Representative’s Telephone #: _____