

Taylor County History Center Facility Rental Form

Renter's Name: _____

Organization's Name (if applicable): _____

Name of Bride (if applicable): _____

Name of Groom (if applicable): _____

Event/Wedding Date: _____ / _____ / _____ Start of Ceremony: _____ AM / PM

Duration of Event/Wedding (please include all set-up and clean-up in this time slot):

Start _____ AM / PM End _____ AM / PM Total Hours: _____

Rehearsal Date: _____ / _____ / _____ Time: _____ AM / PM

Number of Guests/Participants (include bridal party):

Event/Ceremony: _____ Reception: _____

Site(s) Rented (Seating Capacity):

_____ Chapel (70)

_____ Grounds (approx.: 500)

_____ Courthouse (30; 40 standing)

_____ Gallery (25 w/ tables; 50 rows of chairs)

_____ Grill, Picnic Shelter, Playground (50)

Renter Contact information:

Name: _____

Relation to Couple (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Emergency Contact: _____

Relation: _____

Emergency Contact Phone: _____

Part I: Base Prices: Buildings/Site Rental Fees

Site	Rental Price	Hours/Days	Amount Due
Historic Grounds	\$1500/4hr \$2500/8hr		\$
Reddell Guest House	\$300/night (plus venue tax)		\$
Buffalo Gap Chapel	\$175/hr (2 hr minimum)		\$
Courthouse	\$150/hr (2 hr minimum)		\$
Cook Shack, Picnic Shelter, and Playground	\$100/hr (2 hr minimum)		\$
Gallery (no food or drink)	\$50/hr (2 hr minimum)		\$
Frontier Wedding Package (4-hour chapel rental, 2-night house rental, chapel rehearsal, use of site for photos, use of bridal dressing room.) <i>Afterhours fees & venue tax apply.</i>	\$1200	N/A	\$
Sub-Total of Base Prices (Part I):			\$

Part II: Additional Costs/Amenities:

Amenity	Price per hour or item	Quantity	Amount Due
Chairs – Total available: 74*	\$1.00/chair		\$
Tables – Total available: 18*	\$4.00/table		\$
Additional Bridal Gift Bags	\$15/bag		\$
Rehearsal	\$75/day		\$
Additional/Afterhours fee	\$35/hour		\$
Bridal Dressing Room	\$20/day		\$
Access to Site for Photos	\$35/day		\$
Set-up and Clean-up Crew	\$35/hour		\$
Sheriff's Department†	\$60/hour		\$
Holiday Fee**	\$275/day		\$
Sub Total of Additional Costs (Part II):			\$

Part III: Total

	Amount	Date & Initial (upon receipt)	Due Date
Base Price Subtotal (Part I)			
Deposit*** (50% of Base Prices)			At booking
Remaining Balance			
Additional Cost Subtotal (Part II)			
Remaining Balance:			
Final Paymentα			
Reddell Rental	Check in:	Check out:	# of Guests:

*Does not include set-up or clean-up. To have TCHC staff set-up/clean-up, add appropriate set-up/clean-up fees.

**Holidays include: Valentine's Day, Good Friday through Easter Sunday, Memorial Day weekend, Labor Day weekend, Halloween, Thanksgiving Day including Black Friday and weekend, the week of Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. No Events on July 4.

***50% of Base Rental fees must be paid to reserve date. Deposit amount will be applied toward total rental fees.

†Sheriff's Department security required if alcohol is being served within the gates and rate is subject to change based on Taylor County Sheriff's Department.

αFinal Payment is due 30 days before event. If event is booked less than 30 days before requested date, then payment in full is due upon booking.

Taylor County History Center Rental Policies

1. 50% of Base Rental Fees (deposit) required to reserve event date.
2. Final payment (balance) is due 30 days before event date. If event is booked less than 30 days before reserved date, then payment in full is due upon booking.
3. Deposit amount will be applied to rental total.
4. A credit card must be on file. All damages will be billed to credit card on file. If card on file expires before or on wedding date, Taylor County History Center will call card holder for updated card information. If card holder fails to provide updated card information at least ten business days before event, event is subject to cancellation.
5. Rental blocks include set-up and clean-up time unless otherwise scheduled prior to the event.
6. A Rental Check-Out Form will be completed by a Taylor County History Center representative at the conclusion of the rental. If renter fails to provide a designated check-out representative on their behalf, renter waives his/her right to contest damage fees.
7. **Renter is responsible for any damages inflicted on any part of the site, its buildings, and its objects during preparation, event, or clean-up time. Renter's credit card on file will be billed for all repairs. Renter will be charged an excess cleaning fee of \$200 if the site, house, or building rented requires cleaning beyond reasonable circumstances.**
8. Renter will be charged \$500 per item for damages to priceless, historical artifacts.
9. Renter will be charged current rate for supplies and labor for damage to buildings and grounds.
10. Events shall conclude by 11pm unless otherwise granted permission by Taylor County History Center staff.
11. The City of Buffalo Gap has a noise ordinance, which limits loud noises past 10pm.
12. Management will show renter where music may be set up and in which direction speakers may be pointed.
13. Children must be supervised at all times by adults while playing on the playground equipment and touring the site.
14. Tents or awnings may be used on the grounds. Consult with Management in advance.
15. If an event is taking place during our regular operational hours, the site will remain open to the public. We will close your specifically rented building to the public for your privacy during the hours in which you rented the facility.
16. With prior approval, renter may decorate rented facility earlier than rented time slot, however, the site will remain open to the public and the Taylor County History Center does not assume responsibility for lost or damaged items during this time period.
17. The option to close the site for a function is available.
18. Consult with Management regarding the option to move furniture. If renter chooses to move any furniture, furnishings, or artifacts without management approval, renter is subject to excess cleaning fees.
19. Renter is responsible for clean-up of buildings and/or grounds at the conclusion of the event. Renter will be billed for non-compliance. All trash should be placed in the site's dumpster along Elm Street, to the north of the Chapel.
20. If an event is held after regular closing time, a minimum of two staff members must be on-site and therefore an after-hours fee will be charged.
21. Candles may be used with management approval and may never be left unattended.
22. All potted plants and flowers MUST have proper drip pans underneath to avoid water damage to the facility.
23. Please ask Management for guidance in taping, attaching, or any additional form of adhering decoration to any part of the site.
24. Please get any post-ceremonial celebration confetti pre-approved (i.e. bird seed, rose petals, confetti, bubbles, etc.) Sparklers are not permitted and any form of "confetti" not cleaned up by renter will result in a \$35 clean up fee.
25. Rental of Historic Grounds:

- a. Includes admission to historic buildings.
 - b. Includes access to restrooms and cook shack amenities.
 - c. Does not include guest house rentals.
26. Rental of the Chapel Only:
- a. Admission to the grounds is a separate charge;
 - b. Admission to site buildings, except church, bridal room, and restrooms is an additional charge;
 - c. Bride’s room is accessible to female bridal party members only;
 - d. The use of any buildings for wedding photos, other than the church, is an additional charge.
27. Use of alcohol (beer, wine, liquor) is allowed to be served after hours of operation, with a rental but management may request that the renter provide a security officer on site if the size and type of event warrants it.
28. Use of tobacco products is not permitted, including e-cigarettes & vaping. Violation of this rule will result in an excess cleaning charge of \$200.
29. Management reserves the right to stop any activity that is: illegal; does not conform to this agreement; endangers the site and/or its visitors; or is considered inappropriate behavior. Consequently, no refund of rental fees or deposit will be issued.
30. Management reserves the right to dismiss any visitor acting in an inappropriate manner.
31. If required, Management will contact the local Sheriff Department for assistance in stopping an activity or dismissing any visitor.
32. No food or drink permitted in the Gallery. No exceptions.
33. No pets, smoking, or tobacco use permitted in the Reddell House. Violation will result in \$300 excess cleaning charge.
34. Two sets of keys will be provided to the Reddell House guests. Additional keys may be provided upon request. Loss, theft, or failure to return the keys will result in a re-keying charge to be determined by current rate at time of service and charged to the card on file.

Cancellation/ Refund Policy

A full refund will be allowed if cancellation is given 45 days prior to event. A 25% cancellation fee will be charged to the credit card on file for any cancellation after the 45 day mark. If an event is cancelled less than 15 business days prior to the reserved date, a 50% cancellation fee will be charged to the card on file. Management may waive the cancellation fee for catastrophic events. Refunds will be returned as credit to the original credit card used to rent the facility. Allow 10 business days to process the refund.

In making this reservation, I agree to conform to the rules and regulations of the Taylor County History Center/Buffalo Gap Historic Village as outlined in the information sheet I have been given. I will assume financial responsibility for any damages caused by the participants or attendees to this event. I guarantee that the facilities will be left in their original orderly condition. I agree to indemnify and hold blameless Taylor County History Center, Buffalo Gap Historic Village, or Taylor County (indemnities) and their successors and assigns from any claim, action, liability, loss, damage, or suit arising from the use of facilities on the above date.

Renter

Date

Taylor County History Center

Date

Notes:

Taylor County History Center Liability and Insurance

Liability:

You are solely responsible for any damages that you or your guests, independent contractors or other parties associated with your event cause to the grounds, facilities or artifacts of Taylor County History Center. Repair costs or other damages will be deducted from your security deposit. If these damages exceed the amount of your security deposit, you will be responsible for the excess amount. Taylor County History Center is not responsible for property left on museum grounds by you or any of your independent contractors. Taylor County History Center is not responsible for any damage caused by fire, windstorm, hail, or other severe weather or elements of nature. Taylor County History Center is not responsible for any damages caused by the malfunction of plumbing, heating or air conditioning equipment in rental facilities. Taylor County History Center is not responsible for the performance or acts of any of your independent contractors. Taylor County History Center is not responsible for any damages related to the serving or consumption of alcoholic beverages at your event. Taylor County History Center is not responsible for obtaining any licenses or paying any fees for live or recorded music performed at your event, and Taylor County History Center is not responsible for any damages or fines resulting from the failure to obtain these licenses or pay these fees.

Insurance:

As part of the Approved Vendor List requirements, Taylor County History Center requires caterers to provide proof of liability insurance and insurance related to serving alcohol. Taylor County History Center has the right to require similar proof of insurance from any other independent contractor who will be on museum grounds before, during or after your event. Taylor County History Center has the right to refuse to allow you to use any independent contractor who cannot provide proof of insurance satisfactory to Taylor County History Center staff in their sole discretion, and Taylor County History Center is not responsible for any delays or damages resulting from such a refusal. In addition, Taylor County History Center has the right to require proof of liability or alcohol-related insurance from you, and may require that you obtain this insurance, especially for large corporate events. Taylor County History Center has the right to refuse to allow you to rent a facility if you cannot provide proof of insurance satisfactory to Taylor County History Center staff in their sole discretion, and Taylor County History Center is not responsible for any delays or damages resulting from such a refusal. Taylor County History Center requires that any renter serving or providing alcohol obtain Taylor County Sheriff Deputies to work security for the duration of the event.

Signature

Date

Taylor County History Center Representative

Date

Taylor County History Center Image Release

For good and valuable consideration, the receipt of which is hereby acknowledged, I, _____, hereby authorize the Taylor County History Center/Buffalo Gap Historic Village permission to use my likeness in printed and digital publications, including but not limited to all of Taylor County History Center/Buffalo Gap Historic Village's printed and digital publications. I understand and agree that any photograph using my likeness will become property of the Taylor County History Center/Buffalo Gap Historic Village and will not be returned.

I acknowledge that since my participation with the Taylor County History Center/Buffalo Gap Historic Village is voluntary, I will receive no financial compensation.

I hereby irrevocably authorize the Taylor County History Center/Buffalo Gap Historic Village to edit, alter, copy, exhibit, publish, or distribute this photograph for purposes of publicizing the Taylor County History Center/Buffalo Gap Historic Village's programs or for any other related, lawful purpose. In addition, I waive my right to inspect or approve the finished product, including written or electronic copy, where in my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph.

I hereby hold harmless and release and forever discharge the Taylor County History Center, Buffalo Gap Historic Village, and Taylor County from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am at least 18 years of age and am competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

Signed by _____ with the intent of being legally bound on ___/___/___.

Address: _____

Email: _____

Phone: _____

Signature

Date

Guardian Signature

Date

Taylor County History Center Representative

Date

Taylor County History Center Rental Check-Out Form

To be completed IMMEDIATELY BEFORE Rental Party departs site.

Renter Name: _____
Printed (clearly) Check out Representative/Relation

Event Date: ____/____/____ Arrival Time: _____ Departure Time: _____

Please use one form for each building/site rented. *Circle One:*

Chapel Grounds Gallery Courthouse Picnic Shelter/Cook shack

Building/Site	Condition	Comments
All furniture and accessories returned to pre-rental location and condition.		
Walls		
Windows		
Doorways		
Grounds/Exterior of Building/Site		
Furniture (altar, pews, piano, etc.)		
All trash removed from interior and exterior and placed in proper trash cans.		
Bridal Suite and Restrooms		
Post-ceremonial confetti		
Propane turned off (grill)		
A/C unit turned off in cook shack		
Food items disposed (refrigerators, tables, freezer, etc.)		
Rented tables and chairs stacked		
Picnic tables returned to picnic shelter		
Other:		

Additional comments: _____

 Renter or Representative Date Time

 Taylor County History Center Date Time

**Taylor County History Center
Facility Rentals
Credit Card Information**

Renter's Name: _____

Rental Facility: _____ Dates: ___/___/___ to ___/___/___

Card used to Rent the Facility:

Name on Credit Card: _____

Card Number: _____

Expiration Date: ___ / ___ CVV Code: _____

Billing Address: _____

Mailing Address: _____

Card used for Damages:

Name on Credit Card: _____

Card Number: _____

Expiration Date: ___ / ___ CVV Code: _____

Billing Address: _____

Mailing Address: _____

If renter is not staying with guests in Reddell House:

Contact person: _____ Phone: _____

Taylor County History Center Rental Policies (Renter Copy)

1. 50% of Base Rental Fees (deposit) required to reserve event date.
2. Final payment (balance) is due 30 days before event date. If event is booked less than 30 days before reserved date, then payment in full is due upon booking.
3. Deposit amount will be applied to rental total.
4. A credit card must be on file. All damages will be billed to credit card on file. If card on file expires before or on wedding date, Taylor County History Center will call card holder for updated card information. If card holder fails to provide updated card information at least ten business days before event, event is subject to cancellation.
5. Rental blocks include set-up and clean-up time unless otherwise scheduled prior to the event.
6. A Rental Check-Out Form will be completed by a Taylor County History Center representative at the conclusion of the rental. If renter fails to provide a designated check-out representative on their behalf, renter waives his/her right to contest damage fees.
7. **Renter is responsible for any damages inflicted on any part of the site, its buildings, and its objects during preparation, event, or clean-up time. Renter's credit card on file will be billed for all repairs. Renter will be charged an excess cleaning fee of \$200 if the site, house, or building rented requires cleaning beyond reasonable circumstances.**
8. Renter will be charged \$500 per item for damages to priceless, historical artifacts.
9. Renter will be charged current rate for supplies and labor for damage to buildings and grounds.
10. Events shall conclude by 11pm unless otherwise granted permission by Taylor County History Center staff.
11. The City of Buffalo Gap has a noise ordinance, which limits loud noises past 10pm.
12. Management will show renter where music may be set up and in which direction speakers may be pointed.
13. Children must be supervised at all times by adults while playing on the playground equipment and touring the site.
14. Tents or awnings may be used on the grounds. Consult with Management in advance.
15. If an event is taking place during our regular operational hours, the site will remain open to the public. We will close your specifically rented building to the public for your privacy during the hours in which you rented the facility.
16. With prior approval, renter may decorate rented facility earlier than rented time slot, however, the site will remain open to the public and the Taylor County History Center does not assume responsibility for lost or damaged items during this time period.
17. The option to close the site for a function is available.
18. Consult with Management regarding the option to move furniture. If renter chooses to move any furniture, furnishings, or artifacts without management approval, renter is subject to excess cleaning fees.
19. Renter is responsible for clean-up of buildings and/or grounds at the conclusion of the event. Renter will be billed for non-compliance. All trash should be placed in the site's dumpster along Elm Street, to the north of the Chapel.
20. If an event is held after regular closing time, a minimum of two staff members must be on-site and therefore an after-hours fee will be charged.
21. Candles may be used with management approval and may never be left unattended.
22. All potted plants and flowers MUST have proper drip pans underneath to avoid water damage to the facility.
23. Please ask Management for guidance in taping, attaching, or any additional form of adhering decoration to any part of the site.
24. Please get any post-ceremonial celebration confetti pre-approved (i.e. bird seed, rose petals, confetti, bubbles, etc.) Sparklers are not permitted and any form of "confetti" not cleaned up by renter will result in a \$35 clean up fee.

- 25. Rental of Historic Grounds:
 - a. Includes admission to historic buildings.
 - b. Includes access to restrooms and cook shack amenities.
 - c. Does not include guest house rentals.
- 26. Rental of the Chapel Only:
 - a. Admission to the grounds is a separate charge;
 - b. Admission to site buildings, except church, bridal room, and restrooms is an additional charge;
 - c. Bride’s room is accessible to female bridal party members only;
 - d. The use of any buildings for wedding photos, other than the church, is an additional charge.
- 27. Use of alcohol (beer, wine, liquor) is allowed to be served after hours of operation, with a rental but management may request that the renter provide a security officer on site if the size and type of event warrants it.
- 28. Use of tobacco products is not permitted, including e-cigarettes & vaping. Violation of this rule will result in an excess cleaning charge of \$200.
- 29. Management reserves the right to stop any activity that is: illegal; does not conform to this agreement; endangers the site and/or its visitors; or is considered inappropriate behavior. Consequently, no refund of rental fees or deposit will be issued.
- 30. Management reserves the right to dismiss any visitor acting in an inappropriate manner.
- 31. If required, Management will contact the local Sheriff Department for assistance in stopping an activity or dismissing any visitor.
- 32. No food or drink permitted in the Gallery. No exceptions.
- 33. No pets, smoking, or tobacco use permitted in the Reddell House. Violation will result in \$300 excess cleaning charge.
- 34. Two sets of keys will be provided to the Reddell House guests. Additional keys may be provided upon request. Loss, theft, or failure to return the keys will result in a re-keying charge to be determined by current rate at time of service and charged to the card on file.

Cancellation/ Refund Policy

A full refund will be allowed if cancellation is given 45 days prior to event. A 25% cancellation fee will be charged to the credit card on file for any cancellation after the 45 day mark. If an event is cancelled less than 15 business days prior to the reserved date, a 50% cancellation fee will be charged to the card on file. Management may waive the cancellation fee for catastrophic events. Refunds will be returned as credit to the original credit card used to rent the facility. Allow 10 business days to process the refund.

In making this reservation, I agree to conform to the rules and regulations of the Taylor County History Center/Buffalo Gap Historic Village as outlined in the information sheet I have been given. I will assume financial responsibility for any damages caused by the participants or attendees to this event. I guarantee that the facilities will be left in their original orderly condition. I agree to indemnify and hold blameless Taylor County History Center, Buffalo Gap Historic Village, or Taylor County (indemnities) and their successors and assigns from any claim, action, liability, loss, damage, or suit arising from the use of facilities on the above date.

Renter

Date

Taylor County History Center

Date

Contact:

Sharon Rackley, Guest Services Manager
taylorcountyhistorycenter@gmail.com
325-572-3365
133 N. William Street, Buffalo Gap, Texas 79508

Taylor County History Center

Fun Facts about the Rental Facilities

Historic Chapel

- 19 pews (seats 70 comfortably)
- Piano
- Pulpit on altar
- Climate controlled
- Handicap accessible
- Outlets: 5

Courthouse

- 7 pews (seats 30 comfortably)
- Not climate controlled
- Outlets: 5

Gallery

- Multi-media cart with Internet access
- Climate controlled
- Maximum seating with tables: 24
- Maximum seating with rows of chairs: 50
- NO food or drink permitted
- Outlets: Conference Room: 12; Middle Room: 5; Front Room: 5

Picnic Shelter

- 6 large picnic tables
- Covered seating
- Located next to cookshack, restrooms, and playground
- Room for extra tables and chairs if needed

Cook shack

- Propane grill with room to cook 100+ hot dogs
- Smoker
- Refrigerator
- Dishwasher
- Chest freezer
- Sink
- Climate controlled
- Basic serving and cooking implements

Reddell House

- Sleeps 8 comfortably – 3 bedrooms upstairs, 1 bedroom (handicap accessible on first floor)
- 2 bathrooms (one on each floor)
- Full kitchen with Keurig, stove, dishwasher, refrigerator, clothes washer/dryer, basic cooking and serving implements.
- Separate dining room with seating for 8.
- Living room with gas fireplace
- Climate controlled, wireless internet, television
- Backyard for outdoor receptions or events