



Event & Rental Policies

Deposit & Cancellation Policy

A \$500 non-refundable deposit is required at the time of event booking to guarantee an event. In the event of cancellation, 50% of the deposit may be refunded if the date is re-booked. A 24-hour notice is required to cancel an event due to weather conditions. The non-refundable deposit will be forfeited. If, however, the event is rescheduled within 60 days, all monies will be transferred. If less than 24-hour notice of weather cancellation is given, the guarantee for the event is still required.

Function Space

DAMV reserves the right to adjust room assignments based on actual numbers.

Payment Policy

All events must be prepaid, no later than ten (10) days in advance, unless other arrangements were made at contract signing. Events must conclude by 11 pm, with building vacated by 11:30 pm. Prepayment, if by personal check, must be made thirty (30) days prior to the event. If payment is made less than ten (10) days prior to the event, it must be made by credit card or certified or cashier's check. If full payment is not received prior to the event, the DAMV has the right to cancel the event.

Permits

Permits required for public and private events are those specified by the City of Dover, Delaware, as well as the state of Delaware, where applicable. Responsibility, INCLUDING COSTS, for obtaining the required permit(s) resides with the Lessee. Permits must be provided to the Museum no later than 15 days prior to the event date. Failure to provide the required permit will result in cancellation of the rental agreement with no fees returned to the Lessee. If Liability is not received, the Delaware Agricultural Museum has the right to cancel the event, without refund of any kind.

Insurance

Contracts for events REQUIRES proof of Lessee's own public liability insurance in the amount of \$1,000,000. For information and rates visit: (www.theeventhelper.com). Proof of public liability insurance must be provided to the Lesser no fewer than two (2) weeks prior

to the event or agreement may be terminated. The Lessee releases the Lessor from all claims and injuries whatsoever arising out of the use of the leased premises or in the performance of this agreement.

If alcohol will be served this lease requires proof of Lessee's own liquor liability insurance in the amount of \$2,000,000. For information and rates visit: (www.theeventhelper.com). Proof of Liquor Liability Insurance must be provided to the Lessor no fewer than 15 days prior to the event date or alcohol will not be permitted at the event.

Cleaning & Damage (C&D) Deposit

A \$250 (\$350 if over 200 guests) cleaning and damage deposit is required for all events. The Cleaning & Damage Deposit WILL BE RETURNED to the client via check if the walkthrough after the event is approved by the event staff. This check will be sent within five (5) business days after the event. If there is any damage, or excessive cleaning needed, in the venue caused by the client or guests of the client/event, the deposit will not be returned/refunded.