

THE  
FORSYTH – WARREN  
**TAVERN**  
A LIVING HISTORY FARM & MUSEUM

- EST 1805 -

*Facilities Rental Agreement*

The Tavern, situated on the grounds of the Forsyth – Warren Tavern Living History Farm and Museum, at 5182 Ridge Road, Lockport, NY 14094, is available for rental to approved groups and individuals who desire a historic venue with modern conveniences

**Rental is priced by the hour, with a 4 hour minimum.**

The Renter has the responsibility to clean up after their event. Professional cleaning service is available on request for an extra fee, freeing the renter from the clean-up duties. This fee is required if any silverware or dishware belonging to the museum is being used. The renter is always responsible for cleaning up foodstuffs, placing all trash in the trash cans, removing decorations and generally restoring the room and grounds to tidiness.

**All trash must be bagged and deposited in the red trash cans located on the back porch.**

Parking is available alongside the main barns. Additional parking is generally also available in the back field.

**Please email or call the Museum at least 2 weeks in advance to schedule your rental time. After scheduling, you MUST finalize your reservation by sending in your RENTAL AGREEMENT FORM, and all RENTAL PAYMENTS.**

Please note that all decorations must be freestanding. Nothing may be affixed to windows or walls.

**For all rentals**, the required security deposit will be returned in full when the building and grounds are left clean and tidy, with no Museum items used or disturbed in any way. Renter will also be required to read and agree to the terms of our Rental Guidelines as well.

Name of Individual or Group \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Contact Person Name \_\_\_\_\_ Contact Person email \_\_\_\_\_

Contact Person phone number(s) \_\_\_\_\_

Date / Time reserved: Date \_\_\_\_\_ Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Type of Event \_\_\_\_\_ Approximate number of participants \_\_\_\_\_

Number of hours (min 4 hrs.) desired \_\_\_\_\_ @ \$50 per hour = \$ \_\_\_\_\_

Tavern Cage Bar use \$40 \_\_\_\_\_ Professional Cleaning Service \$50 \_\_\_\_\_

Total Rental Fee Enclosed: \$ \_\_\_\_\_

Security Deposit **as separate check or payment:** \$200.00  
(90% of fees and deposits are refundable with at least 2 weeks notice of cancelation)

Please make Checks Payable to: **The Forsyth Tavern**

**I agree on behalf of myself and my organization to leave the building and grounds clean and tidy, and that no Museum items, displays, or artifacts or activity items will be used, moved or disturbed in any way. I understand that the museum will not assume responsibility for accidents or injury for any reason, and agree on behalf of myself and my organization, to release and discharge the Forsyth – Warren Tavern Living History Farm and Museum and its volunteers from any claims, demands or liability, I understand that the building and grounds are under video surveillance for security.**

**(signed)** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return this form and your payment to:

The Forsyth Tavern  
5182 Ridge Road, Lockport, NY 14094  
or [theforsyhtavern@gmail.com](mailto:theforsyhtavern@gmail.com)

## Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

<b>Credit Card Information</b>
Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX <input type="checkbox"/> Other _____
Cardholder Name (as shown on card): _____
Card Number: _____
Expiration Date (mm/yy): _____
Cardholder ZIP Code (from credit card billing address): _____

I, \_\_\_\_\_, authorize \_\_\_\_\_ to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

---

Customer SignatureDate