



CORNER OF RIVERVIEW ROAD AND MAIN STREET-STATE RT. 303
PENINSULA, OHIO 44264

CIVIL WAR MUSEUM AND SPECIAL EVENTS

TO: _____

Thank you for choosing the G.A.R. Hall for your special event. The G.A.R. Hall is an historic structure owned by the Peninsula Valley Historic & Education Foundation and operated by the G.A.R. Hall Museum LLC. Listed on the National Register of Historic Places, the G.A.R. Hall was built in the mid-1880's and dedicated in 1888. The G.A.R. Hall was originally a meeting place for veterans of the Civil War who had returned home to the thriving communities along the fertile Cuyahoga River Valley and Ohio Canal to rebuild their lives. Situated on State Route 303 at Riverview Road, just two miles east of I-271, and west of Rt. 8, the G.A.R. Hall is one of Northeast Ohio's most cherished landmarks.

Combining 20th Century comforts with 19th Century charm, the G.A.R. Hall has earned the reputation over the years as being the place to celebrate life's special milestones. The facility, with its ballroom, lower-level tavern, stage and outdoor terraced patios, is the perfect setting for weddings, anniversaries, family reunions, business meetings, and holiday entertaining.

It is the policy to permit rental of the G.A.R. Hall and grounds on a limited basis for social functions and meetings. Renters and their guests must be aware of the delicate nature of the historic space they are using – it is fragile and irreplaceable. Events and guests' behavior should be appropriate for such a setting.

Enclosed you will find a rental contract, Rental Policy Fact Sheet and a copy of the G.A.R. Rental Rules & Regulations. **Please read all information carefully, execute and return the signed contract with payment to reserve your event date.**

The renting party provides or pays for all services such as catering, linens, and table service. China, silver, glassware, & serving pieces are available for an additional charge. The G.A.R. Hall has a full-service liquor license. All alcoholic beverages must be purchased from the G.A.R. Hall.

We are available to answer your questions and to help make your special event even more memorable by our one-of-a-kind setting. Please note that a reservation is accepted and a date held only upon receipt of the rental deposit.

Rental Information & Reservations Telephone: 330-657-2633
Web Site: www.garhallmuseum.com e-mail: garbronsonre@windstream.net

All Correspondence to office: 6138 Riverview Rd., Peninsula, Ohio 44264
Telephone: 330-657-2211 Fax: 330 657-2901

G.A.R. HALL
1785 MAIN STREET
PENINSULA, OH 44264
330-657-2633

RENTAL CONTRACT

Name _____

Address _____

Phone: Home _____ Cell _____ E-mail _____

Date of Event _____ Time: From _____ To _____

Type of Event _____ Number of Persons _____

Rental Charges: Building		\$	_____
Patio		\$	_____
Security Deposit	+	\$	200.00
Total Due at Signing	=	\$	_____

All rental charges and security deposit to be paid when signed. Any alternate arrangement must be approved in writing by G.A.R. Hall Museum LLC management office.

PAYMENT: Cash _____
Check # _____ Payable to: Peninsula Valley Historic & Education Foundation
Credit Card _____

Beverage Service: Host Bar _____ Bottle Bar _____ Cash Bar _____

Food Service: Provided by Caterer or Renter (Circle One)

Caterer _____

Address _____

Phone # _____ Email _____ Fax _____

Contact Person _____

Renter supplies food and service per contract and the renter is 100% responsible for the health and welfare of their guests.

Liability: The Hall is not responsible for any liability arising out of the use and occupancy of the building and grounds. The renter agrees to hold harmless in every way the GAR Hall, employees, owners, et al. The G.A.R. is not responsible for theft of any kind or items left on the property either prior to or at the end of an event.

Cancellation Policy: All sales are final and prices subject to change without notice. If a valid reason for cancellation is provided management may consider such cancellation provided the date can be filled. If so, the security deposit will be refunded at once and the rental charge will be refunded less a handling fee of \$100.00.

We accept the terms and conditions of contract pages 1 thru 6.

Accepted By _____ Date _____

Accepted By _____ Date _____

The G.A.R. Hall agrees to provide the above as quoted and to make every effort to assure a successful group activity.

By _____ Date _____

Rent for Entire Building and Terrace

Maximum of 6 Hours - \$450.00 per event -- Each additional hour until 2:00 a.m. - \$50.00

Any additional set-up time is \$50.00 per hour and cannot interfere with another booking.

Set up and tear down is the responsibility of the renter. If such services are required there will be an additional charge of \$100.00, at minimum, and quoted per needs.

If the site manager or PVHEF staff are required to open the hall at any time there will be an additional charge of at least \$40.00. One meeting to confirm final arrangements is without charge. Any changes require a written request to management for approval and written confirmation with additional charges.

Approximate Capacity

Winter – 175 people

Summer – 200 people

Ballroom Only – 150 people

Wedding Ceremonies

Wedding Ceremonies may be performed in the hall or terrace and the garden of 1802 Main Street or Historic Bronson Memorial Church (see website at www.bronsonchurch.com for more information)

CHAIRS AND TABLES AVAILABLE FOR YOUR EVENT

Chairs: 110 Directors – black with red seat and back and 100 white folding

Tables: 1 Buffet table Top 4' X 8'
10 Round card tables 36" diameter
16 Round tables - consisting of 15 @ 60"D (seat 8) + 1 @ 72" (seats 10)
1 Punch – Dessert table 36"D
1 Square 48" X 48"
4 Square 36" X 36" single Pedestal Tables
2 Rectangular 30" X 48" double Pedestal Tables
6 Rectangular tables 36" x 72" (seat 8)
2 Rectangular tables 38" x 96" (seat 10-12)
1 Antique extension table 48" x 48-72" (seats 10-12)

Bar: 4 pub tables 36" diameter and 1 pub table 30" diameter

Porch: 1 Round table 54" x 72"

Patio: 1 Bar height table 24" x 60"
1 Iron base faux marble top 48"D and any from above

BEVERAGE SERVICE

No outside alcoholic beverages are permitted. All liquor licensing laws are applicable.
Bar must be closed and all alcoholic beverages consumed by 2 a.m.

Cash Bar

A Cash Bar allows each guest to purchase drinks on an individual basis.

Host Bar

A Host Bar is paid for by the host on a per drink basis or a per person charge.

All beverage service must be ordered and paid at least two weeks before the event. Any subsequent charges must be paid upon conclusion of event. All prices subject to change without notice.

BARTENDER SERVICE

Bartender Service is provided without charge for one bar unless the net beverage sales are less than \$250.00. If so there is a fee of \$75.00. For parties over 100 people there will be an additional charge of \$75.00 for an extra bartender. There is also an additional charge for each extra bar of \$ 75.00.

Table service of wine, etc. is to be served by the Caterer or by special arrangements.

CASH BAR OR HOST BAR

PER DRINK	
House Brands	\$4.00
Call Brands	\$5.00
Premium Brands	\$6.50
Cordials	\$6.50
Brandy	\$7.50
Import Beer	\$4.00
Domestic Beer	\$3.00
Non-Alcoholic Beer	\$3.50
Soft Drinks	\$1.00
Champagne per bottle	\$17.00
House Wines:	
Chardonnay	\$4.00
Cabernet	\$4.00
Pinot Grigio	\$4.00
Merlot	\$4.00

PUNCH BOWLS * SPECIALTY BEVERAGES – PER GALLON

25 – 30 servings per gallon, 2 gallon minimum

Tropical Fruit Punch (Non Alcoholic)	\$35.00
Champagne Punch	\$45.00
Mai-Tais	\$75.00
Bloody Marys	\$75.00
Screwdrivers	\$75.00
House Champagne	\$5.50
Margaritas	\$70.00

*Prices include the punch bowls, ladles,
and glasses.

WINE

Special Prices: Served and carry-out prices are the same. Payment in full is required 30 days prior to the event for the quantity ordered. Any unused wine is to be taken home after the event.

House wines per bottle:	Champagne (Chateau Noir Brut)	\$ 17.00
	Hacienda Riesling	\$ 16.00
	Leaping Horse Merlot	\$ 16.00
	Leaping Horse Cabernet	\$ 16.00
	Leaping Horse Chardonnay	\$ 16.00

Other wines can be ordered – Prices will vary

BEER

Premium Beers	case of 24@ \$3.00	\$ 72.00	Carry-out @ \$2.00 each
Imported Beers	case of 12@ \$4.00	\$ 48.00	Carry-out @ \$2.50 each

SOFT DRINKS

Soda	Case of 24 @ \$1.00	\$24.00	Carry-out @\$0.50 each
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All prices subject to change without notice.

CATERING

The G.A.R. Hall provides only the site.

Renters are required to use a licensed caterer or food prepared by the renter.

Our manager will provide you with the names, phone numbers and menus of our Preferred Caterers and their minimum requirements. In the event that you wish to engage your own caterer, you may do so with the approval of the G.A.R. Hall manager.

Caterers, vendors, subcontractors and rental companies are hired by the renter and must be approved by the G.A.R. Hall prior to the event. Only fully licensed, insured caterers may be used. **Renters & Caterers are responsible for trash removal. Clean up after an event is required and is the total responsibility of the renting party. Failure to comply will result in the loss of Damage Deposit.** The G.A.R. Hall staff shall be present to supervise beverage consumption; the building; and the grounds during the function and to close the building and grounds after the function ends. The renting party and all hired caterers and vendors must be willing to work closely and cooperatively with the G.A.R. Hall staff.

The caterer or renter must provide enough staff to service the event, including set-up and break-down and guarantees that they will provide a minimum of 2 service people for 75 quests. Renter will be charged for any services performed by the GAR house staff at the rate of \$ 30 per hour. Caterer is responsible for clean-up during and after the event. When caterer leaves the G.A.R., it should look as it did when caterer arrived. Renter is responsible for ensuring all subcontractors provide their own supplies such as brooms, mops, cleaning supplies, extension cords, trash cans and liners, etc. Failure to adhere to clean-up rules may result in suspension of caterer's right to work at the G.A.R. and the forfeiture of the of the renter's Security Deposit.

CATERER'S INSURANCE REQUIREMENTS

Page 2 – Food Service & Liability are applicable

The caterer must provide a Certificate of Insurance providing evidence of:

- (1) Current Comprehensive General Liability Insurance in a minimum amount of \$1 million per occurrence.
- (2) Combined Single Limit Coverage including Product Liability.
- (3) Certificate of Insurance, Workers' Compensation Insurance.

All certificates/evidence must be received no later than one month prior to date of the event.

Liability: Renter and caterer should have liability insurance coverage and name the GAR Hall as additional insured. The Hall is not responsible for any liability arising out of the use and occupancy of the building and grounds. The renter agrees to hold harmless in every way the GAR Hall, employees, owners, et al.

RENTER'S INITIALS: _____

DATE: _____

RULES & REGULATIONS

1. The G. A. R. is not responsible for deliveries, pick-ups, or storage.
2. Parking is free as designated, primarily on the southwest corner opposite the G.A.R. Hall. Your guests will enter the building off Route 303 (Main Street). Parking for service vehicles essential to the event is permitted to the area at rear (North) of the G.A.R. All other vehicles, including employees', must be parked in area designated by the G.A.R. Hall.
3. Renter is responsible for all actions of vendors/subcontractors such as entertainers, florist, Caterer, rental company, photographer, limousine, etc. It is the renter's responsibility to Ensure that subcontractors are aware of and adhere to the G.A.R. House Rules and Regulations that apply to their work at the G.A.R. Hall. All subcontractors must be approved by the G.A.R. They will be expected to display courteous, professional deportment at all times. Dress must be appropriate.
4. All trash and garbage debris must be bagged and placed in covered dumpster across the street at the end of the event. No drinks, ice, water, may be dumped on the grounds. The Catering Service Area sink and drain are to be used for this purpose.
5. Deliveries must be at the rear of the building and accepted by renter or his/her designee and are not the responsibility of the G.A.R. staff. Deliveries will be received only during normal work hours Mon.-Fri. 9 a.m. to 5 p.m., unless special arrangements have been made.
6. All rental equipment must be removed from the G.A.R. Hall within 24 hours of event unless other arrangements have been made.
7. All types of confetti and tape on the walls are **prohibited and subject to forfeiture of damage deposit.** For reasons of safety and fire codes, open flames are subject to approval. Renter may use votive candles and enclosed candles and oil lamps. Renter is responsible for removing all decorations immediately following the event. Final approval of anything out of the ordinary must be made in advance.
8. Only birdseed or flower petals may be used during weddings or other events. **No confetti (see #11) or rice is permitted.** There are no exceptions.
9. Smoking is PROHIBITED inside the building. Smoking is only permitted on the patio areas. All cigarette butts, wrappers, and ashes must be disposed of properly.
- 10. The G.A.R. reserves the right to remove from the premises any person behaving in a manner considered potentially harmful or detrimental to the G.A.R. and other guests at an event. Rudeness or excessive rowdiness will not be tolerated.**
11. The G.A.R. is a historic building and is not fully handicap accessible. If concerned, we suggest that you personally visit the facility.
12. The G.A.R. must be informed of set-up locations for catering, bars, entertainment, etc. at least two weeks prior to the event.

I HAVE READ AND UNDERSTAND EVERY AND ALL PARTS OF THE CONTRACT:

Signature _____ **Date** _____

Signature _____ **Date** _____