

**Friends of Elmendorph, Inc.**  
PO Box 44, Red Hook, New York 12571  
*A Community Restoration Project Established 1976*

**APPLICATION & GUIDELINES FOR USE OF THE ELMENDORPH INN**

(PLEASE PRINT CLEARLY — Revised January 2011)

DATE(S) REQUESTED: \_\_\_\_\_ HOURS OF EVENT: from \_\_\_\_\_ to \_\_\_\_\_  
NUMBER OF PEOPLE: \_\_\_\_\_ EVENT PRICE (if any) \_\_\_\_\_  
WILL WINE AND/OR BEER BE SERVED? \_\_\_\_\_ SOLD? \_\_\_\_\_  
SPONSOR NAME & PURPOSE OF MEETING: \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

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**DONATION FOR USE**

Donation for use of the Elmendorph Inn is as follows:

**\$50 for non-profit groups; \$150 for all other groups & private gatherings for up to 4 hours**  
**\$100 for non-profit groups; \$300 for all other groups & private gatherings for up to 8 hours**

This includes the use of all three meeting rooms — Tap Room, Parlor Room, South Room, and modern Kitchen. Contact us about use of the 2nd floor workroom.

PLEASE NOTE: This DOES NOT include the use of the old kitchen fireplace and the beehive oven.

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**EVENT SPONSOR IS RESPONSIBLE FOR:**

1. Set-up all tables and chairs for the event — 50 chairs and 12 card tables provided for you.
2. Providing all equipment and supplies, (tablecloths, plates, cups, projectors, etc)
3. Leave the space as you found it — Put away all tables and chairs
4. Clean up and removal of all trash (bin behind the Inn, recycling in kitchen)
5. Provide proof of homeowner's insurance coverage, minimum liability protection of \$300,000. In the event that wine and/or beer are to be served, minimum liability protection of \$500,000 is required. The Friends of Elmendorph, Inc. is not responsible for your guests' consumption. Proof of insurance must be attached to this agreement; businesses require a Certificate of Insurance.

**GUIDELINES FOR USE OF THE INN**

1. Reservations and PAYMENT IN FULL are required in advance.
2. NO SMOKING permitted anywhere in building.
3. NO FIRES to be lit in fireplaces or on property. No candles!
4. No handling of artifacts and items on display in the Inn.
5. Refreshments may be served, however, hard liquor is NOT ACCEPTABLE on premises, and you are NOT ALLOWED to sell wine and beer at your event without proper insurance coverage.
6. Nothing may be hung on the walls of the Inn.
7. Sponsor is responsible for leaving the room(s) clean and ready for the next user.
8. Access to the Inn is limited to the spaces listed above and may be subject to change.
9. IRS regulation dictates that no political campaigning including signs are allowed on the premises.
10. Use of the Inn is at the full discretion of the Board of Directors of Friends of Elmendorph, Inc.

**STATEMENT OF RESPONSIBILITY**—I have read and agree to abide by the GUIDELINES as noted above and I understand that I and/or my group (sponsor) shall be fully responsible for any and all losses, costs, damages, or expenses occurring as a result of our use of the building and its grounds including the Elmendorph Inn and its contents. Sponsor and its agent further agrees to defend, indemnify and hold harmless the **Friends of Elmendorph, Inc.** and its agents and affiliates for any and all claims related to the Sponsor's use of the Inn.

Sponsor/Agent Signature \_\_\_\_\_ Date \_\_\_\_\_  
FOE Board Approval \_\_\_\_\_ Date \_\_\_\_\_

*Please make checks for donations payable to Friends of Elmendorph, Inc and attach to this agreement (FOE approver must make 2 copies, attach 1 to the donation, give a copy to Sponsor and keep original for our records.)*