

1768 Hubbell Homestead Guidelines At Colgate Park

- Contracting parties will provide Hubbell Homestead's event coordinator with all event details (e.g. caterer, band/DJ, special lighting, and timing of event activities). These details will be reviewed for final approval by the Homestead's event coordinator.
- Contracting parties shall, prior to event, provide a certificate of insurance on a general public liability insurance policy, make sure their caterer provides the Hubbell Homestead with a certificate evidencing that caterer has a current liability insurance policy and confirmation of a valid commercial caterer's license. If caterer is responsible for alcohol on premises a current Vermont alcohol license will be provided as well.
- A \$500.00 security/damage deposit is required for Accommodation contract. This deposit will be returned one week following the event, less expenses incurred for damages to the facilities.
- Fees assessed by the Hubbell Homestead cover use of the Homestead, the Country Amenities Barn, 60x90 tent, catering kitchen, adjacent property and parking. The user is responsible for the costs of food, beverages, table and chair rental, linens, musicians, flowers, special services, additional tenting, ceremony chairs etc. All table linens must go to floor; chair rentals are to be approved by the Hubbell Homestead's event coordinator.
- Hubbell Homestead's pool area is open from 8:00am-till dark, there is no lifeguard on duty, guests swim at their own risk. No glass is allowed in pool area and hot tub.
- Smoking is not permitted in any of the buildings on Hubbell Homestead property. Designated areas will be provided.
- No rice, confetti or similar material may be thrown. Instead we suggest rose petals, dried flowers, or soap bubbles. Your corporation in maintaining the dignity and cleanliness of the Homestead and grounds is greatly appreciated. Please ask any questions with regard to the guidelines.

- The Hubbell Homestead is not responsible for the loss of, or damage to, articles left on the premises at any time during your stay. This includes any property belonging to you, your guests or vendors.
- One or more of the Hubbell Homestead's staff members will be present during all events to answer questions or to respond to emergencies.
- Fees are subject to change without notice but not after a contract have been signed by Hubbell Homestead.
- Additional fees will be charged for any damages that may occur to buildings, tent and grounds caused by you, your guests, agents and employees.