

## **Guidelines for Use of The Bowen House**

The name, Bowen House, when used in this document refers to the entire property, including the house and grounds.

The user assumes liability for the actions and omissions of all its guests, hired agents and their employees while in/or about The Bowen House.

The Bowen House can be used by the day (12 hours) or half day (6 hours). Stipends for use are as follows with a required deposit of ½ of the cost prior to use:

Half day	\$50.00
Full day	\$100.00
Meetings, book signing and pictures	\$25.00
Closed to the public	\$200.00

Set up time is contained in rental hours unless otherwise specified in the contract. The key to The Bowen House may be picked up two days prior to rental.

Movement of furnishings in The Bowen House is not allowed unless specified in the contract. The piano is not included in the rental fees and must never be moved. Use of the piano is allowed (at no additional cost) upon request.

Linens are not provided by The Bowen House. No candles or smoking are allowed in The Bowen House at any time.

Decorations that are used must be removed by the user. Do not use tape on any painted surface.

Alcoholic beverages are permitted, but nothing illegal or immoral will be tolerated such as public drunkenness, sale of beverages without permit, or drinking by minors, etc. Outdoor consumption of alcohol is limited to the porch and yard at the east side of the house. No glass beverage containers are permitted outside. The user must supervise these matters with their own guests, otherwise The Bowen House is legally charged to do so. No rice is to be thrown on or around the property. Birdseed may be used at curbside only.

The Bowen House has limited off-street parking. Users are asked to refrain from using The First Presbyterian Church's parking area but may obtain permission from the Mutual Federal Savings Bank for use of that parking lot.

Use of The Bowen House is agreed upon with the understanding that the user must put the house and grounds back in proper order immediately after use: grounds cleaned of litter, chairs, tables and furniture the way it was found, floors swept, spills mopped, tables and countertops wiped, doors closed and locked. All users must supply

The Bowen House must be vacated by 10:00pm and doors must be locked at this time.

Abuse of The Bowen House will result in full damage charges and subject refusal to book further engagements.

To rent The Bowen House contact Frankie Stewart at (740) 385-0344

## Agreement for use of The Bowen House

Date \_\_\_\_\_

Your name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Organization name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

I, the undersigned, request the use of The Bowen House for the following date/dates:

From date \_\_\_\_\_ Beginning Time \_\_\_\_\_

To date \_\_\_\_\_ Ending time \_\_\_\_\_

Describe the function to be held at the house and the anticipated number of participants:

---

---

Check where applicable:

\_\_\_\_\_ Half day \$50.00

\_\_\_\_\_ Full day \$100.00

\_\_\_\_\_ Book signing, meeting, pictures \$25.00

\_\_\_\_\_ Closed to public \$200.00

(Piano-no charge, however special permission is needed)

Total Stipend for use: \_\_\_\_\_

By signing below, I verify that I have read "Guidelines for Use of The Bowen House" and agree to abide by all rules and regulations specified in this agreement. I understand that I am required to pay a deposit of one half of the total cost at the time of reservation. I also understand that failure to leave The Bowen House in the condition specified in the "Guidelines" will result in full damage charges and subsequent denial of any future engagements.

---

**User of The Bowen House** \_\_\_\_\_ **Date**

---

**Frankie Stewart, Executive Director, The Bowen House** \_\_\_\_\_ **Date**

Please make check payable: The Bowen House. Please sign one copy of the agreement and return to:

Frankie Stewart, Executive Director, The Bowen House, P.O. Box 342, Logan, OH 43138.

[bowenhouse@hocking.net](mailto:bowenhouse@hocking.net) [www.bowenhouse.org](http://www.bowenhouse.org)

