

The Bowen House

Private Rental Guidelines & Agreement

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

Stipends for use are as follows, with a required deposit of ½ the total cost at the time of booking:

Hourly Rental - \$25/Hour

Large Event/Gathering - \$400.00/Entire Day (Wednesday through Saturday)

Large Event/Gathering - \$300.00/Entire Day (Sunday through Tuesday)

Setup and cleanup time is considered additional rented time in the total rental hours. You will be charged for whatever time you occupy the premises. A Bowen House volunteer will meet you at the start of the rental time to unlock the house.

Private Rental Rules:

- The piano is not to be used during the rental, unless discussed beforehand with a Bowen House representative. The piano must also **NEVER** be moved.
- No candles or smoking are allowed in the Bowen House. The designated smoking area is out back by the handicap ramp.
- Decorations that are used must be removed by the user. Do NOT use tape on any surface.
- Alcoholic beverages are permitted, but nothing illegal or immoral will be tolerated such as public drunkenness, sale of beverages without a permit, or drinking by minors. Outdoor consumption of alcohol is permitted to the porch and yard at the east side of the house.
- Users are asked to refrain from using the First Presbyterian Church's parking area, but special permission may be obtained from Century National Bank outside of their normal business hours.
- The Bowen House must be put back in proper order immediately after use including; Trash taken out, messes cleaned up, spills moped, tables and chairs put away, etc.
- The Bowen House must be vacated by 10:00PM, unless otherwise agreed upon with a Bowen House representative.

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

To rent the Bowen House, please contact John Shaben at 740-385-0344, or email bowenhouse146@gmail.com.

Bowen House Rental Agreement

Date _____

Name _____ Phone # _____

Organization Name _____

Address _____

City _____ State _____ Zip _____

Email _____

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

Date _____ Time _____

Date _____ Time _____

Date _____ Time _____

Date _____ Time _____

Date _____ Time _____

By signing below, I verify that I have read the private rental agreement and agree to abide by all rules and regulations specified in this agreement. I understand that I am required to pay a deposit of ½ of the total cost at the time of reservation. I also understand that failure to leave the Bowen House in the condition specified under the guideline's rules will result in full damage costs and subsequent denial of future engagements.

User Signature _____ Date _____

BH Rep. Signature _____ Date _____

*A signed copy will be returned to the user upon approval/denial of the private rental.

FOR BOWEN HOUSE USE ONLY

Total Stipend For Use _____

Deposit Paid? Yes/No

Method of payment: