

Hilltop Hanover Farm Facility Rentals

Hilltop Hanover Farm and Environmental Center, Inc. is a working public educational farm run by the Friends of Hilltop Hanover Farm, Inc. a 501 (c) (3) and the property and owned by the County of Westchester.

Facility rentals are available, as long as they do not interfere with operations or other events going on at the farm. Each request is evaluated on a case-by-case basis.

General information:

Hillside Cottage – Historic House A

- **Can hold (60) seated inside**
- **Can hold (100) standing**
- **One bathroom for use**
- **No air-conditioning**

Use of refrigeration, freezer and food prep-area may be used – but it is not a certified commercial kitchen. Caterers generally bring in their own equipment (i.e. stoves etc.) and placed them under a tent adjacent to the kitchen. Room rental includes the use of (1) moveable stainless steel preparation table. Tables and chairs are available for groups of (30) people or less.

*The rear yard can be rented separately for tented events that could hold 100-200 people. **All bathrooms, generators, cooking equipment, exterior lighting, trash removal and valet parking shall be provided by the renter.***

Type of event	Rate	Comments
Business meetings between 8 a.m. – 4 p.m.	\$75/hr. with 2 hr. min.	\$60/hr. cleaning fee for 4 hrs. or more
Business meetings after 4 p.m.	\$100/hr. with 2 hr. min.	\$60/hr. cleaning fee for 4 hrs. or more
Social events (weddings, receptions, etc.) between 8 a.m. – 4 p.m.	\$750 day rate with \$150 hr. for overtime	\$60 cleaning fee
Social events (weddings, receptions, etc.) between after 4 p.m.	\$1,250.00 for an (8) hr. rental including set up – @ \$150 hr. additional for overtime - use of lawn with tent and additional \$1,500	\$150 cleaning fee \$300 facility manager fee
Non-profit rates are @ 50% or waived depending on group/time and day		

Farm tours – personal tours for groups	\$100/hr.	
Photo wedding shoots – by permit only	\$200/hr.	

Education Classroom Building F:

- **Can hold (100) seated** - However; we have found that (75) seated is ideal
- **Can hold (150) standing**
- **One bathroom for use**
- **No air-conditioning**

There is a residential kitchen area and (1) bathroom in the building and access to an outside bathroom facility. The ceiling is a tin ceiling and floors concrete, so the noise levels can become quite high. Sound baffling may be necessary for certain events.

Room rental includes the use of (3) moveable stainless steel preparation tables. Tables and chairs are available for groups of (50) people or less.

Use of refrigeration, freezer and food prep-area may be used – but it is not a certified commercial kitchen.

Type of event	Rate	Comments
Business meetings between 8 a.m. – 4 p.m.	\$50/hr. with 2 hr. min.	\$60/hr. cleaning fee for 4 hrs. or more
Business meetings after 4 p.m.	\$75/hr. with 2 hr. min.	\$60/hr. cleaning fee for 4 hrs. or more
Social events (weddings, receptions, etc.) between 8 a.m. – 4 p.m.	\$500 day rate with \$150 hr. for overtime	\$60 cleaning fee \$300 facility manager fee
Social events (weddings, receptions, etc.) between after 4 p.m.	\$1,000.00 for an (8) hr. rental including set up – @ \$150 hr. additional for	\$150 cleaning fee \$300 facility manager fee
Non-profit rates are @ 50% or waived depending on group/time and day		
Farm tours – personal tours for groups	\$100/hr.	

Outdoor spaces:

South Lawn:

This large lawn just south of Barn F is an ideal location for a 200 person tented event.

The event rental space is \$3,000 is the rental fee for six (6) party hours with generous time for installation and removal of all rentals. The rental price DOES NOT INCLUDE RENTALS of tents, tables, bathrooms etc. All south Lawn rentals must end by midnight. **All bathrooms, generators, cooking equipment, exterior lighting, trash removal and valet parking shall be provided by the renter.**

Butterfly Garden Area: This area is adjacent to the classroom space and can accommodate 100 people cocktail style. The event rental space is \$1,500. **All bathrooms, generators, cooking equipment, exterior lighting, trash removal and valet parking shall be provided by the renter.**

Patio Lawn area outside Historic House. The event rental space is \$1,500 is the rental fee for six (6) party hours with generous time for installation and removal of all rentals. The rental price DOES NOT INCLUDE RENTALS of tents, tables, bathrooms etc. All south Lawn rentals must end by midnight. **All bathrooms, generators, cooking equipment, exterior lighting, trash removal and valet parking shall be provided by the renter.**

INSURANCE:

Special Event Liability Insurance. The Renter must provide a Certificate of Insurance to the Manager for the event liability coverage. A minimum of \$1,000,000.00 General Liability coverage is required for the event. This Certificate should include liability for all activity and services on the property related to the wedding event such as liquor, food, music, and equipment provided for the dates of the event. The Friends of Hilltop Hanover Farm Inc., and The County of Westchester, are all to be listed as additional-insured's. The Certificate of Insurance with coverage as defined herein must be provided to Manager (10) days prior to the Event.

Insurance coverage should be listed by the provider under "Certificate Holder" as follows:

- **Certificate Holder and Additional Insured:**
 - The Friends of Hilltop Hanover Farm, Inc.
PO Box 54 Yorktown Heights NY 10598

- **Additional Insured:**
 - The County of Westchester, NY
148 Martine Avenue – White Plains, NY 10601

ALCOHOL SERVICE:

Alcohol service is defined as the period of controlled serving of alcohol from the time event guests arrive to the time the guests leave. Service of alcoholic beverages is limited to caterers who have the proper license from the New York State Liquor Authority, which includes a Special Event Permit.

Renter agrees to comply with all applicable local, state, and federal ordinances, statutes, laws, and regulations. The Friends of Hilltop Hanover Farm Inc. forbids the service of alcohol to minors. The sobriety of all guests is the responsibility of Renter. Renter's and their guests who bring alcohol to the venue must have it served and controlled at all times during the event by the caterer or approved

bartender. Renters and guests are not allowed to consume alcohol from any source that is not under the control of the caterer or approved bartender.

SUBJECT PARTY shall provide proof of the following coverage (if additional coverage is required for a specific agreement, those requirements will be described in the "Special Conditions" of the contract specifications):

(a) Workers' Compensation. Certificate form C-105.2 or State Fund Insurance Company form U-26.3 is required for proof of compliance with the New York State Workers' Compensation Law.

State Workers' Compensation Board form DB-120.1 is required for proof of compliance with the New York State Disability Benefits Law. Location of operation shall be "All locations in Westchester County, New York."