



Longview Farm House Rental Information

The Longview Farm House is available for private rentals beginning 7/13/09 to Town & Country residents. Review the capacity and rental costs below. To check availability or make a reservation, please call 314.434.1215.

Capacity

Longview Farm House offers three multiuse rooms that are can each be rented separately or can be combined to create the perfect space for your event. The total capacity may not exceed 100.

New Addition (1280 sq. ft.)

Gathering Room (900 sq. feet)

Meeting Room (380 sq. ft.)

Historic House

Dining Room (450 sq. ft.)

Rental Costs

All three rooms rent for \$50/hour each and can be combined. **Minimum rental is two hours.**

Hours/Times

The Longview Farm house is available for rental daily from 7AM-12AM (midnight.)

Parking

Valet parking may be required for parties over 25 people.

Catering

Villa Farotto is the exclusive party planners/caterer for the Longview Farm House. Please contact Lisa LaRuffa at Villa Farotto directly for more information about pricing and menu options at 636.519.0048 or at lisa@villafarotto.com.

Longview Farm House
13525 Clayton Road
Town & Country, MO 63141

(314) 434-1215
(314) 439-0602 fax
www.town-and-country.org

Longview Farm House Facility Rental Application

Name of Person Completing Form _____

Group/Business Name _____

E-mail Address _____

Address _____ City _____

State _____ Zip Code _____ Day Phone _____

Evening Phone _____ Fax Number _____

Event _____ Attendance Expected _____

Day _____ Date _____

Hours Rented (Includes preparation, set-up & clean up) _____ AM/PM to _____ AM/PM

Facility Rented (capacity may not exceed 100): ___ Gathering Room ___ Meeting Room
___ Historic House ___ Other: _____

___ Catering ___ Valet Parking

Equipment: ___ PA System (cordless microphone) \$15
___ Dry Erase Board (No Charge) ___ Easel (No Charge) ___ Podium (No Charge)

Room Set Up Notes: _____

Additional Tables: ___ Gift ___ Registration ___ Cake ___ Beverage ___ Catering

Non-Catering Vendors being used for your event: _____

Credit Card # for Security Deposit _____ V / MC / D / AMX

Exp _____

Payment for room rental is due when rental is confirmed.

PLEASE READ AND SIGN THE FACILITY RENTAL AGREEMENT CONDITIONS FORM

OFFICE USE ONLY

Today's Date _____ Total Due \$ _____ Emp Initials _____

Block out LFH _____

City of Town & Country
Longview Farm House
Facility Rental Agreement Conditions

By signing below I agree to the following terms and conditions:

- The use of the facilities shall not include business, commercial, political or fundraising activities without prior approval of the Director of Parks and Recreation.
- Renter will be responsible to immediately pay the City of Town & Country for any and all damages to the facility and/or extraordinary cleaning resulting from usage. Damage and/or cleaning fees will be charged to the credit card supplied by the renter for the security deposit.
- The reservation time period must include all preparation, clean up and restoration. Any extension of the reservation time period will result in applicable charges.
- Renter agrees to remove all belongings and place all trash in the proper receptacles by the end of the rental.
- Villa Farotto is the exclusive catering company for the Longview Farm House. The only other food to be brought into the facility is ice cream and cake. All other food and drink must be purchased from Villa Farotto.
- Decorations may not be attached to walls, ceilings, windows, cabinetry, light fixtures, or the sprinkler system. No nails, tape, tacks, hooks or screws may be placed in any part of the building.
- Only birthday cake candles and candles enclosed in glass orbs are allowed.
- Longview Farm House provides the event space, tables, and chairs. The Longview Farm House does not supply linens, utensils, or decorations, etc. These items can be arranged by the catering company, Villa Farotto.
- For evening and weekend rentals, renter agrees to pay a \$25/hr management fee with a four-hour minimum if catering is not purchased.
- A \$50 cleaning fee will be assessed for all parties using catering.
- Valet parking may be required at the renter's expense.
- A minimum of one (1) adult supervisor per 10 children under the age of 17 is required.
- All outside entertainment and vendors must be pre-approved. The City holds the right to deny access to any vendor or entertainment deemed unacceptable. The renter is required to supply a list of vendors to The City a minimum of two weeks prior to the event.
- Alcohol is allowed if it is purchased from and served by the exclusive caterer.
- Facilities are available to people of all abilities. Renter may not exclude anyone from participation or subject anyone to discrimination based on race, religion, color, or national origin.
- Applicant renting the facility must be 21 years or older, and must be present during the entire rental period.
- Any accidents occurring on the property must be immediately reported to the Town & Country Police Department.
- The use of any tobacco product or illegal substance in the facility is strictly prohibited.
- The City of Town & Country will not be responsible for any personal property. Renter agrees to hold harmless the City of Town & Country, its officials, and employees from any claim or course of action brought by the renter, his agents, employees or guests arising from the use of the facility.

Cancellation Policy

-A rental which is cancelled and not rescheduled shall forfeit 50% of the rental fee.

-A rental that is rescheduled with less than 30 days notice shall be assessed a \$50 rescheduling fee.

Applicants signature _____ Date _____

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