

Friends of the Holt Home, Inc.

6205 KY 144

Hardinsburg, KY 40143

Event and Photography Rental Policy Guide



The mission of the Friends of the Holt Home, Inc. is to preserve the legacy of Judge Advocate General Joseph Holt and his home for future generations to enjoy.

The preservation of the Judge Advocate General Joseph Holt Home and grounds must be the first consideration in all activities taking place on the historic property. We thank you for your interest in his Home and appreciate your assistance in preserving this property while it is in your care.

As good stewards of this historic home and surrounding grounds, the Friends of the Holt Home wishes to clearly state the policies and procedures for its use. This will ensure all parties are aware of how they may fully enjoy this Home while respecting the unique and historic nature of the property.

Rental and use of the Joseph Holt Home for all events is at the sole discretion of the Friends of the Holt Home Board of Directors.

Policies for use of the Joseph Holt Home & Grounds

Events may be held outside on the porches and grounds.

Due to the historic nature of the home no events will take place inside the home.

The Joseph Holt Home property is available for rental by reservation only.

The Friends of the Holt Home complies with applicable Federal civil rights laws, and does not discriminate on the basis of race, color, national origin, age, disability, religion, or sex (including pregnancy, sexual orientation, and gender identity).

Electrical outlets are located outside the home for the convenience of the renter.

Restrooms are available inside.

The following rules will apply to all events and activities occurring at the site:

1. Deposits - required to cover damage and clean-up.
2. All setup and cleanup are the sole responsibility of the renter
3. Catering services, tents, tables and chairs, linens, etc. are the responsibility of the renter.
4. Security - A member of the Friends of the Joseph Holt Home Board of Directors or designee will be present at all events.
5. Smoking is permitted in picnic area only.
6. Alcohol policy (page 5) must be signed and dated.

Rental Fees for Events & Activities at the Joseph Holt Home

All events and activities will be evaluated on an individual basis and allowed at the sole discretion of the Friends of the Holt Home Board of Directors.

Examples of suitable events include (but are not limited to):

- Family Reunions
- Showers
- Class Reunions
- Birthday parties
- Weddings
- Corporate dinners

Weddings will be priced as full day events plus \$100.00 for use of upstairs rooms for changing area.

1/2 day - 5 hours:

- 1-50 people - \$200.00
- 51-100 people - \$300.00
- 101-200 people - \$400.00
- 201-300 people - \$500.00

One full day or evening – 8 hours:

- 1-50 people - \$300.00
- 51-100 people - \$400.00
- 101-200 people - \$500.00
- 201-300 people - \$700.00

Please contact us if you have questions.

email friendsoftheholthome@gmail.com

mail PO Box 704 Hardinsburg, KY 40143

Facebook Friends of the Holt Home

Susan Dyer (270) 547-8241

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Friends of the Holt Home, Inc. RENTAL AGREEMENT
6205 KY 144 East PO Box 704 Hardinsburg, KY 40143

Event Name: _____ Date of Event _____ Number of guests: _____

The undersigned "Renter" desires to rent the Judge Advocate General Joseph Holt Home and hereby agrees to pay the rental fees set out below:

1.) Facilities of the Judge Advocate General Joseph Holt Home included in this agreement are as follows:

- a. the porches, lawns, bathroom and kitchen facilities
- b. wedding party changing room upstairs for Wedding Events ONLY;

2) The period of time the Renter may use the above facilities shall be from

_____ (AM or PM) until _____ (AM or PM)

3) The Renter will use the facilities for the following purpose only:

4) The fees to be paid are: \$ _____

- a. Non-Refundable cleaning fee: \$ 250.00
- b. Damage deposit \$ _____ (will be refunded if the house and grounds are left in a clean, undamaged condition).

TOTAL \$ _____

(Of the above amount, one half is to be paid upon the signing of this contract. The remainder is to be paid on or before date of event).

5) REFUND: Of the above amount, \$100.00 is NON-REFUNDABLE, if contract is cancelled. The remaining amount will be refunded if the contract is cancelled at least sixty (60) days before the scheduled event. If the contract is not cancelled 60 days before the scheduled event, the renter will be charged a booking fee of \$50.00 for a half day and \$100.00 for a full day.

6) I, the undersigned Renter, state that I have read this agreement and the RULES AND REGULATIONS; that I am over 18 years old and authorized to sign this RENTAL AGREEMENT, that I and all my guests agree to and will abide by all these terms and conditions.

7) Renter must also read and sign the attached alcoholic beverage statement.

By: _____ Date: _____

OFFICE SPACE ONLY: Paid \$ _____ Date ___/___/___ Staff initials _____
Signature and Printed Name, Phone Number and Address:

Alcohol Policy

a). Alcoholic beverages shall only be permitted on the premises if the Caterer or individual serving alcohol complies with all laws and regulations of the Commonwealth of Kentucky and Breckinridge County. The Renter shall be responsible for the actions of his or her guests in consuming alcoholic beverages and holds the Joseph Holt Home, its directors, officers, and employees harmless from any liability because of such actions. The Renter also holds the Joseph Holt Home, its directors, officers, and employees harmless of any liability because of the serving of such alcohol by the caterer or the Renter. The Renter further agrees to indemnify the Joseph Holt Home, its directors, officers and employees for any costs incurred of any nature whatsoever if a claim is brought regarding the serving or consumption of alcohol.

b). A cash bar or any sale of alcohol requires renter to obtain the proper liquor licenses from both the Commonwealth of Kentucky and Breckinridge County. All alcoholic beverages must be consumed within the confines of the Holt property.

x _____ Signature

_____ Date

The Friends of the Holt Home, Inc.
Professional Photography Terms and Conditions

The Friends of the Holt Home, Inc. welcomes the opportunity to be a picture-perfect backdrop or setting. While taking photos and video outdoors for personal non-profit use does not require a fee, *donations are always welcome and appreciated.*

Inside the home, photography and videography policies and fees listed below are necessary to ensure that there are no conflicts with ongoing rentals as well as keeping with the integrity and historic nature of the home.

1. For print advertisements, video to be used in commercials, images to be used for re-sale purposes or other uses with a large distribution/circulation, **prior approval is required.**
2. Sessions are scheduled on a first come, first served basis and are by reservation only. Sessions must be scheduled through the Friends of the Holt Home, Inc.
3. All furniture and container plantings may be used only in their existing locations. They are NOT to be moved.
4. Photographers are required to submit payment prior to the date of the scheduled session. Checks may be mailed to Friends of the Holt Home, Inc. PO Box 704 Hardinsburg, KY 40143. **Checks must be clearly designated as payment for photo sessions and the scheduled date referenced. With prior permission, payment may be made the day of the session.**
5. Any on-site photography deemed inappropriate by Friends of the Holt Home, Inc. will not be allowed.
6. No alcoholic beverages are allowed during photo sessions.

Note – Terms and Conditions subject to change to ensure the historic integrity of the Judge Advocate General Joseph Holt Home and to protect its educational mission.

The Friends of the Holt Home, Inc.

Professional Photography/Videography Fee Schedule

The Friends of the Holt Home, Inc., a nonprofit organization, manages the “Judge Advocate General Joseph Holt Home and grounds”.

All events and activities will be evaluated on an individual basis and allowed at the sole discretion of the Friends of the Holt Home, Inc.

In order to help defray the considerable costs associated with maintaining the Judge Advocate General Joseph Holt Home, a fee from photographers and videographers is required for use privileges. The terms and conditions of this contract are listed on the previous page and the fee schedule is below.

Photographers using this property solely for photos in a non-tourist capacity:

_____ Hourly Pass (\$50.00)

_____ Half Day Pass: (4 hours \$100.00)

_____ Daily Pass: (8 hours \$200.00)

_____ Monthly Pass: (\$300.00) for unlimited use for one month.

*All passes are subject to the terms and conditions set forth on the previous page.

PRIOR APPROVAL IS REQUIRED for Commercial Photographers and Videographers for print/broadcast advertisements or other commercial purposes, re-sale of image, etc.

A fee of \$300.00 per one-time session (one day only) is required.

The Friends of the Holt Home, Inc.
Professional Photography /Videography/ Film Contract

Photographer/videographer agrees to adhere to the policies and fees set forth in this contract.

Studio/company name: _____

Complete mailing address: _____

Phone Number: _____

E-mail address: _____

Website: _____

Photographer/videographer's name (If different from above):

Date and time of session or filming: _____

Studio Contact Signature: _____ Date _____

OFFICE SPACE ONLY:

Paid \$ _____ Date ____/____/____

Approved by: _____

Thank you for your support of the Judge Advocate General Joseph Holt Home
(Breckinridge County, KY)

Are you sharing your photos on social media? Tag us so we can join in the fun! We may even share on our own platforms and website! On any photos we share, we will give proper photo credit to the photographer.