

RENTING THE WINTERS-WIMBERLEY HOUSE

The Wimberley Institute of Cultures (“WIC”) operates and cares for the house and the associated outbuildings as part of its mission to sustain and preserve the history and cultural experiences of our area.

The Winters-Wimberley House is the oldest documented stone home in Wimberley, Texas. Listed on the National Register of Historic Places and honored by an Official Texas historic subject marker, the house was built in c.1856. The historic subject marker in the yard outlines the highlights of its ownership and history. The house is unique and makes a perfect setting for many events.

Educational exhibits are usually staged twice a year and typically occupy the walls in the front and back rooms. We will let you know whether an exhibit will be in place on the date of your event and, if so, whether or not arrangements can be made to temporarily remove it.

CAPACITY: Up to 100 guests inside, depending on nature of the event.

SPACE AVAILABLE:

- A charming front porch
- Small meeting or reception room
- Medium size meeting or party room with built-in wet bar
- A well-equipped kitchen with spacious pantry and separate entry
- ADA approved restrooms (one interior, one exterior)
- A small patio with exterior lighting for outdoor events
- Central heating and air conditioning

EQUIPMENT/FURNISHINGS AVAILABLE:

- Fifty-five metal/wooden folding chairs
- Twenty-five plastic chairs
- Three card tables
- Four 5' round folding tables
- Eleven 6' rectangular folding tables
- Eight movable display panels

RULES AND PROCEDURES

1. Check out a set of keys (one to the house and one to the storage shed) from the Wimberley Visitor's Center adjacent to the Winters-Wimberley House. Be sure to sign the log book at the Visitor's Center when you check out a set of keys and when you return the set. **Do not duplicate any key.**
2. Return the set of keys to the Visitor's Center the day after your event (it is open every day except special holidays). Hours of the Visitor's Center are 9:00 a.m. to 4:00 p.m., Monday - Saturday and 12:00 Noon to 4:00 p.m. on Sunday.
3. Absolutely nothing can be affixed to the wall, doors or mantels.
4. No smoking indoors.
5. Sorry - fireplaces cannot be used for fires and there can be no candles lit in the house.
6. Renters will need to clean up their trash, remove all food, empty cups, empty drink containers, etc. and place in the bags within the garbage containers. The WIC maintenance committee will clean floors and dispose of garbage.
7. Carefully replace tables and chairs to the location where you found them. Do not push them – lift them – to prevent scratching floors and walls.
8. Set the heat or air conditioning to the temperature indicated on the card by the thermostat when you leave.
9. Secure windows, turn off all lights, and check that all doors are locked.
10. Make sure the ice maker is off by gently moving the wire arm to the up position.
11. Remove all food and drinks from the refrigerator.
12. Write your suggestions for improvement and any needed supplies on the small note pad located on the wet bar.
13. If you need to turn off the water, the valve is at the meter box near the street, close to the fence.

14. Food can be warmed and prepared for serving in the kitchen, but no cooking or other initial preparation can be done.
15. Your reservations must include set-up and clean-up times, which may require time on the day before and/or after your event.

SECURITY DEPOSIT

A \$200.00 security deposit is required. Your deposit check will be returned to you (or destroyed) unless a cleaning crew must be hired or repairs made after your event. The house and grounds must be returned to same condition as they were when you first arrived.

MEMBERSHIP

To receive member rates, you must be a member as of the date you reserve, and also at the time of the event. WIC membership dues are good for the current calendar year. Membership application is available online www.wimwic.org, Wimberley Visitor Center, Wimberley Village Library, and Winters-Wimberley House.

In grateful appreciation, WIC offers anyone who contributes \$1,000 or more in a calendar year the complimentary use of the Winters-Wimberley House for an event. Please schedule your event within twelve months of the donation.

RENTAL FEES

Events booked by a WIC Member or a charitable or civic organization:

| | |
|-----------------------------|------------------|
| Up to three hours: | \$75.00 |
| Additional hours, same day: | \$10.00 per hour |
| One day: | \$125.00 |

Events booked by a non-WIC member:

| | |
|-----------------------------|------------------|
| Up to three hours: | \$125.00 |
| Additional hours, same day: | \$20.00 per hour |
| One day: | \$200.00 |

RENTAL AGREEMENT FOR THE WINTERS-WIMBERLEY HOUSE

_____ requests the use of
the

(Name of individual responsible)

Winters-Wimberley House for

(Description of event)

to be held on _____, 2009 from _____ o'clock until _____
o'clock.

Approximate number of guests: _____

I understand that nothing may be affixed to the walls, doors, or mantels.

Please circle once for each line:

We are / are not a charitable or civic nonprofit organization.

We will / will not utilize a caterer.

We will / will not employ decorations other than tabletop or front porch items.

We will / will not need to know whether an exhibit will be in the front room.

We will / will not need access to extra tables/chairs stored in a locked outbuilding.

In addition to the rental fee, users will deposit a \$200.00 check, which will not be cashed and will be returned unless cleaning or repairs are needed to restore the house to the condition in which it was delivered. If cleaning or repairs are necessary, the cost will be deducted from the deposit and the balance refunded.

Neither WIC nor any organization involved in facilitating this Agreement possesses a license to sell or serve alcoholic beverages. By signing this Agreement, User agrees to comply with all applicable laws and regulations, including those pertaining to selling or serving alcoholic beverages. User shall and does hereby agree to indemnify, save and hold harmless, WIC and any other organization involved in facilitating this Agreement, their agents, officers, directors and members, from any claim or liability arising or resulting from User's use of the property, including those uses related to selling or serving alcoholic beverages.

I have reviewed the information in the attached page(s), which by reference are part of this Agreement, and I confirm that the renters and their guests will comply.

Print Contact Name

Address

Signature of Contact Person

Telephone (days/evenings)

Rental fees paid: \$_____

\$200 refundable security deposit paid by check no. _____

Received for WIC by: _____

Date:

TO MAKE A RESERVATION

COMPLETE AND RETURN THIS FORM

WITH A \$200.00 DEPOSIT CHECK AND RENTAL CHECK TO:

**DEB BRADSHAW, RESERVATIONS
THE WIMBERLEY INSTITUTE OF CULTURES
PO BOX 167
WIMBERLEY TX 78676**

Phone: 512-847-7475

Cell: 713 504 6464

E-mail: debradshaw@yahoo.com