

Ames Free Library

Queset Garden Rental Guide

Queset Garden Events

Queset Garden is a restored historic location adjacent to the library parking lot that connects the Main Library to Queset House. While the Library Board encourages residents and others to use the garden, planned events for **groups over 10 and for-profit businesses are subject to a fee**. Smaller groups are encouraged to give a donation to help maintain this garden.

Queset Garden, with Fountain and Pergola:

- 5 hours
- Up to 50 people
- \$300.00

Queset Garden Events can only be scheduled on Friday & Saturday evenings, Sundays, and holidays, and the premise must be vacated by 11 PM.

Your party will have access to the garden, fountain, and pergola. Additional hours may be rented at a rate of \$75/hour. During the rental period Queset Garden will be marked off as closed to the public. However, given the open and public nature of the Garden when not reserved, other people may also be present in the Garden.

Complete rules and expectations are below. Please read carefully and completely before making your reservation request.

Food and drinks are allowed in the Garden. Catering, tables, chairs, and place settings (and removal of such) are the responsibility of the renter. There is no storage space in the Garden; any equipment (chairs, awnings, arbors, etc.) must be delivered to the Garden and removed from the Garden during the established rental period. Tents or any equipment or structure that punctures or digs into the ground are not permitted. Electric outlets can be found behind the pergola. No public restrooms are available in the Garden.

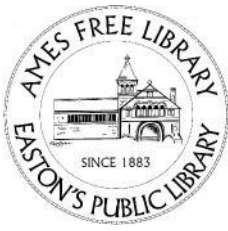
For-profit business:

- Businesses can use the Garden for \$50.00 an hour, if used for less than 5 hours.

Fee Details and Due Dates for Private Events:

Your event date will be confirmed upon receipt of the rental agreement.

- Full payment is due on acceptance of the rental agreement.
- A \$150.00 security/damage deposit is required and is due at the time of booking.
- The security deposit is refundable within 2 weeks after the event is completed and the premises checked. In the event that there is any damage to the grounds, the property is left dirty, or you leave after your rental time, the security deposit will be forfeited.



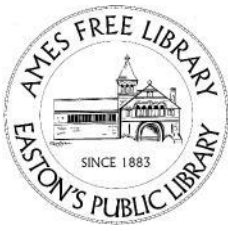
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- If the event is canceled within 7 days of the event, all fees will be forfeited and the security deposit returned.
- Checks are payable to the Ames Free Library.
- An invoice can be provided by request.
- Rental fees are paid to the Ames Free Library to support campus maintenance and programming at the library, Queset House, and Queset Garden.

General Rules:

- There is no early entry or late departure.
- No DJs or music requiring amplification are permitted.
- No open flames are permitted (this includes chafing dishes).
- Confetti, streamers, and other small debris are not allowed.
- Nothing may be attached or anchored in any way to any part of the Queset Garden's pergola.
- Groups are responsible for paying for the replacement or repair of lost, stolen, or damaged equipment, furnishings, and infrastructure of Queset Garden.
- Organizations are responsible for bringing their own supplies and utensils if refreshments are served.
- Any decor brought to the garden such as flowers, linens, china, and other paraphernalia must be removed from the rental space during the rental time.
- Any leftover food, drink, or supplies must be removed from the rental space during the rental time.
- Party is responsible for removing trash from the premises. Trash and recycle bins are located next to the Main Library Building.
- Smoking, vaping, and other forms of tobacco are not allowed in any part of the premises at any time. It is the responsibility of the client to inform all attendees of the No Smoking policy.
- An adult sponsor must accompany groups of high school age and younger children for all reservations. There must be at minimum 1 adult sponsor for every 5 minors.
- Intrusion of any group, activities, or displays into areas not reserved in advance is not allowed.



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- Renters are not permitted to post signs or distribute materials on Library property without approval of Library management. Unauthorized material will be removed.
- The Library Board and the Town of Easton or their employees or agents are not liable for any claims arising out of the use of this facility.
- The Ames Free Library, its Board of Directors, and any agent of the Library may cancel an event at any time if any Queset Garden Rental rules or provisions are violated by a renter or any member of their party.
- The Library makes the Queset Garden available on equal terms to all persons and groups, regardless of opinion or affiliation.
- In allowing a group to use Queset Garden, the Board and Library staff does not imply any endorsement of the group's beliefs, policy, or program. No group shall, in any of its publicity, state or suggest that Ames Free Library, the Board, the Board members individually, the Town, or the Library staff sponsor or endorse in any way the meeting, the group, or any particular set of ideas.
- Advertising materials may include the location address, but not the Library's name, phone numbers, or email addresses.
- All reservation requests are subject to availability and approval by designated Library staff, and all approvals are subject to review by the Library Director and/or Board.

Ames Free Library reserves the right to remove from the premises any person(s) behaving in a manner considered to be potentially harmful or detrimental to the grounds, or other event guests.

Set-up & Clean-up:

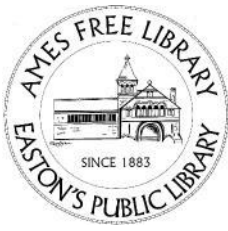
Any set-up and clean-up must occur within the arrival and departure times agreed upon. Guests or subcontractors' vendors requiring more time for set-up or clean-up outside of the 5-hour rental may contract extra time on a per hour basis provided it does not interfere with library operations. Going over your rental time will result in the forfeiture of your security deposit.

Vendors:

You must provide the library with the name and contact information of any vendor who will be bringing in non-consumable equipment or materials (catering equipment, linens, tables, etc.). This list must be submitted at least seven days prior to your event.

Parking:

15 spaces are available along the driveway to Queset House and 10 spaces can be located behind the walled garden to the left. Parking at the main library parking lot (30 spaces) is available only when the library is closed. Public parking is available in the center of Easton, next to the Rockery, and behind the Children's Museum.



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Accessibility:

Queset Garden is accessible to all; for specific information on accessibility please email quesethouse@amesfreelibrary.org.

Insurance:

Persons or groups using the grounds must maintain insurance which shall insure the library against any liability: Persons or groups using the grounds must provide a Certificate of Insurance to the Ames Free Library of Easton, Inc. as Certificate Holder indicating the General Liability or Personal Liability Insurance they have in effect. If the applicant has Automobile Liability, Umbrella Liability or Workers' Compensation insurance, these policies should also be indicated on the certificate. In the certificate under Description of the Operations it should be indicated that the Ames Free Library of Easton, Inc. is an additional insured under the applicant's General Liability Insurance. (Note: "Personal Liability" is located in the applicant's homeowner policy.)

A signed copy of the Liability Policy must accompany your payment.

Liquor:

Alcohol is not allowed in Queset Garden.

Fundraising:

Outside for-profit or non-profit groups renting or using space at Queset House are permitted to host fundraisers only if they are of benefit to the Ames Free Library campus. Soliciting monetary collections or donations, or holding fundraising events require prior approval by the Ames Free Board of Directors.