



## Longview Farm House Rental Information

The Longview Farm House is available for private rentals to Town & Country residents, schools & businesses. To check availability or make a reservation, please call 314.587.2838.

### Capacity

The Longview Farm House offers three multiuse rooms that 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 45 people.

### Catering

Farottos is the exclusive party planners/caterer for the Longview Farm House. Please contact Lisa LaRuffa at Farottos directly for more information about pricing and menu options at 314-962-4155 or at [catering@farottos.com](mailto:catering@farottos.com).

Longview Farm House  
Lindsey Hodge, Facilities Coordinator  
[hodgelf@town-and-country.org](mailto:hodgelf@town-and-country.org)  
13525 Clayton Road  
Town & Country, MO 63141

(314) 587-2838  
[www.town-and-country.org](http://www.town-and-country.org)

***Longview Farm House Facility Rental Application***

Name of Person Completing Form \_\_\_\_\_

Town & Country Resident 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 \_\_\_\_\_

Deposit for room rental is due when rental is confirmed.

**\*PLEASE READ AND SIGN THE FACILITY RENTAL AGREEMENT CONDITIONS FORM\***

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OFFICE USE ONLY

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

Block out LFH \_\_\_\_\_

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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.
- Farottos 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 Farottos.
- 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, Farottos.
- 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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