

Venue



Rental



# Dartmouth Skiway Venue Rental

Looking for a beautiful outdoor mountain and/or lodge venue for your next event? During the warmer months, take advantage of Dartmouth Skiway's 140 acres of natural beauty. Pair your celebration with use of the McLane Family Lodge or book the lodge on its own.

Completed in 2001, the 17,000-square-foot McLane Family Lodge is the centerpiece of the Dartmouth Skiway base area. The lodge, whose design won the 2002 Excellence in Architecture Award from the New Hampshire Chapter of American Institute of Architects, is built from natural materials native to the Upper Valley region, including a white pine timber frame and piers of New Hampshire granite on the balcony.

Dartmouth Skiway is the perfect venue for your next meeting, party, shower, wedding, or other celebration. Please contact us to schedule a tour or learn more.

## Available Venue Spaces

### McLane Family Lodge - Main Foyer

The Main Foyer features the stunning Skiway fireplace, beautiful timber vaulted ceiling and beams, and warming natural light from several windows. The space seats approximately 220 people and can accommodate a capacity of up to 400 people. Rental includes 23 6' tables and 28 8' tables including two benches per table. Podium w/ mics and bluetooth speakers available if needed. Main building restrooms available for guest use. Wifi included if needed.

**Offseason Availability (May-November): 8am to 11pm**  
**Season Availability (December-April): 5pm to 11pm**

### McLane Family Lodge - Chivers Room

The Chivers Room seats approximately 20 people. It is a great space for small gatherings or meetings. Rental includes four 8' wooden tables and eight 8' benches. The space also includes a 65" television with HDMI hookup for your use. Main building restrooms available for guest use. Wifi included if needed.

**Offseason Availability (May-November): 8am to 11pm**  
**Season Availability (December-April): 8am to 11pm**  
*(Lodge will be open for public use 9am-4pm.)*

### Dartmouth Skiway Grounds

The Winslow Lawn and Holts Lawn are available for your outdoor events. The Skiway keeps the lawns at the base of each lift mowed, but the grounds typically remain untamed and full of wildflowers during the offseason. All items utilized outside are to be provided by the renter including lighting if it is an evening event. No tables, chairs, or other items from inside the McLane Family Lodge are permitted for outdoor use.

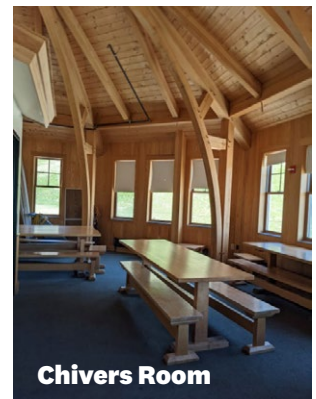
**Offseason Availability (May-November): 8am to 11pm**



**Lodge External**



**Main Foyer**



**Chivers Room**



**Skiway Grounds**

# Rental Fees

*Dartmouth Affiliated Groups receive 20% OFF venue rentals.*

## McLane Family Lodge - Full Use

Rental of the entire McLane Family Lodge includes eight (8) hours usage of Main Foyer, Chivers Room, and the Dartmouth Skiway grounds (if desired).

Weekday - \$1,500

Weekend - \$4,000\*

Peak Saturday (Labor Day to Halloween) - \$5,500

*Add additional hours for \$200 per hour.*

*\*Ask us about weekend discounts for Dartmouth Affiliated usage.*

## Chivers Room

Rental includes four (4) hours usage of room, tables, benches, and television.

Weekday & Weekend - \$800

*Add additional hours for \$100 per hour.*

## Dartmouth Skiway Grounds

Rental includes eight (8) hours usage of Winslow Lawn and Holts Lawn plus indoor use of Lodge for restrooms only.

Weekday & Weekend - \$1,000

*Add additional hours for \$100 per hour.*

**Don't see a package that meets all your event needs?  
Contact us to customize your reservation!**

## Contact & Booking

To learn more or schedule a tour, please contact us at: [skiwayevents@dartmouth.edu](mailto:skiwayevents@dartmouth.edu)

To check dates and reserve your rental, please fill out our [Venue Rental Inquiry Form](#). Please be sure to review all venue policies and terms & conditions prior to requesting a booking.



# Dartmouth Skiway Rental Policies

Thanks for choosing Dartmouth Skiway for your event. In general, we ask that you leave the lodge how you found it. Please let us know how we can help.

## Fees & Insurance

- The rental fee includes the use of the facility, benches, and tables.
- 50% of the rental fee is due at the time of signing the contract.
- Remaining balance of the rental fee is due 14 days prior to your event.
- All events hosted at The Skiway must carry proper liability insurance, you can purchase [here](#). Caterers using the kitchen must provide proof of insurance as well. Please email all proofs of insurance to Dartmouth Skiway at least 14 days prior to your event.

## Alcohol

- Cash Bars may only be used by a vendor with an off-premises liquor license.
- Alcohol must be served by a certified bartender.
- Bar Service may not exceed 6 hours in duration and must end by 10:30 pm.

## Venue & Decor

- The Lodge is available for use until 11:00 p.m.
- There will be no onsite staff managing your event day-of. If you have questions or concerns, please contact the event manager listed in your contract.
- Temporary removal of Skiway property is not permitted unless prior approval from Skiway management.
- The following kitchen equipment is available for use:
  - Walk-in Cooler
  - Ice Machine
  - Sink Area
  - Other kitchen equipment can be used for a fee. Please inquire.
- No thumbtacks, nails, staples, scotch tape, or duct tape can be used when decorating for an event. Nothing can be hung on or near the sprinkler heads or piping. No glitter, confetti, rice, birdseed, etc. is permitted in the Lodge.
- All candles must be in containers such as mason jars or votives.
- Fireworks of any sort are prohibited.

## Clean-Up

- The kitchen area must be left how it was found or you will be charged additional cleaning fees. Please have caterer and/or main event contact discard all food/ beverage items, wipe down surfaces, and rental all items to their proper place.
- Trash and recycling must be placed in the dumpster at the bottom of the parking lot.
- Trash must be bagged and secured.
  - Single stream recycling should not be bagged.
  - Anything in plastic bags must go in the trash dumpster.

# Facilities License Terms & Conditions

These terms and conditions (these “Terms”) are hereby incorporated into and made a part of the Facilities License Agreement Letter (the “Letter”, and together with these Terms and any Facility-specific Addendum, referred to herein as the “Agreement”) made by and between Trustees of Dartmouth College (“Dartmouth”) and the individual or entity specified as the Licensee in the Letter. Capitalized words used but not defined in these Terms shall have the meanings assigned to them in the Letter.

- 1. License Grant:** In consideration for the License Fees specified in the Letter, Dartmouth grants to Licensee the use of the Facility for the dates and times specified therein and under such conditions as set out in the Agreement.
- 2. Fees:** Licensee agrees to pay Dartmouth the License Fees for the rental of the Facility as set out in the Letter and in accordance with the timing specified therein. In addition to the License Fees, there may be charges for use of Dartmouth equipment, custodial services, labor and/or services or personnel that Dartmouth deems necessary in connection with the Event or any increase in attendance at the Event, including without limitation those costs incurred by the Division of Campus Services, Classroom Technology Services, the Athletic Department, Safety and Security, as well as for any property damage (together with any other similar charges, the “Additional Charges”). Additional Charges not included in the Letter will be billed separately through an Accounts Receivable billing statement after the Event. Checks should be made payable to Dartmouth College and sent to the Contact specified in the Letter. If not otherwise specified in the Letter, payment must be made within two (2) weeks of the date of the Letter. No refunds shall be issued except in accordance with any terms relating thereto as set out in the Letter.
- 3. Cancellation and Adherence to Schedule:** Dartmouth reserves the right to cancel this Agreement without prior notice for unforeseen circumstances, emergencies as determined in the sole discretion of Dartmouth, and/or any other circumstances resulting in closure or significant modification of the campus or activities on campus, including without limitation at the Facility. In such an event, the parties will make a good faith effort to reschedule the Event for a mutually agreeable date and time; if rescheduling is not possible, Licensee shall be entitled to a refund of previously paid amounts less any non-recoverable expenses incurred by Dartmouth. Licensee waives any and all claims for costs or damages resulting from any such cancellation.
- 4. Alcohol:** Unless otherwise explicitly specified by and as set out in the procedures included in the Letter or any applicable Facility-specific Addendum, the possession or consumption of alcoholic beverages is prohibited on Campus, including without limitation in and around the Facility.
- 5. No Liability for Loss or Damage:** Dartmouth shall not be responsible and accepts no liability for any loss or damage to any equipment or any other property of the Licensee or any other person, including without limitation Licensee’s employees, agents, representatives, invitees, guests or others present because of the Event, caused by theft, riot, fire, strikes, acts of God or any other cause of whatever nature or kind.
- 6. Indemnification and Hold Harmless; Disclaimer of Liability; No warranties:** Licensee hereby agrees to defend, indemnify and hold harmless Dartmouth, its officers, trustees, agents, students, appointees, employees, contractors, agents, and other representatives from all claims for bodily injury or property damage arising from or out of the presence of Licensee, including of its employees, agents, representatives, invitees, guests and others present because of the Event, use of Licensee’s equipment or property, use of the Facility, or Licensee’s activities in or about the Dartmouth campus (the “Campus”), including the entrances, lobbies and exits thereof, the sidewalks, streets and approaches adjoining the Campus or any portion of the Campus used by Licensee or any of the above stated. Licensee shall be responsible for all costs of defense, including reasonable attorney’s fees, and shall pay all fines or recoveries against Dartmouth. Dartmouth shall notify Licensee in writing within thirty (30) days of the assertion by a third party of any claim that is subject to indemnification under this Agreement. Failure to notify Licensee shall not result in the waiver of indemnity rights with respect to such claim unless such failure materially prejudices the ability of Licensee to defend such claim and then only to the extent thereof. The parties shall cooperate with each other in

the defense and settlement of any such claim. In the event Licensee does not accept the defense of any claim, Dartmouth shall have the right to defend such claim. Dartmouth may, at its sole option, participate in the defense of any claim with counsel of its own choosing and at its own expense. Licensee may not settle any claim for other than monetary relief, or enter into any consent judgment, without Dartmouth's consent, which will not be unreasonably withheld, conditioned or delayed. Licensee acknowledges that as a condition precedent to the execution of this Agreement by Dartmouth, Licensee agrees that it shall have no cause of action against Dartmouth for any damage, injury or loss to person or property, from ANY cause whatsoever, except that which may result from the willful acts of Dartmouth. Dartmouth makes no representation or warranty as to the condition of the Facility or its fitness for any particular purpose, and Licensee's occupancy thereof shall be in the Facility's then-current "as is where is" condition.

7. **Laws and Rules:** Licensee shall be responsible for complying with all fire regulations and all local, state and federal ordinances and laws. Licensee shall cause its agents, employees, licensees, patrons and guests to abide by such policies, procedures, rules and regulations as have been adopted by Dartmouth for the use, occupancy and operation of the Campus.
8. **Permits:** Licensee shall obtain at their own expense all licenses and permits required by law for the use of the Facility and shall be responsible for compliance with the terms of such licenses and permits.
9. **Assignment:** Licensee shall not assign this Agreement nor sublet any portion of the licensed Facility, and any purported assignment or sublet by Licensee shall be void ab initio.
10. **Damage:** In addition to all other charges, Licensee shall be liable to Dartmouth for all damages to the Facility, its grounds and equipment caused by or arising out of Licensee's use of the Facility, except to the extent caused by the sole negligence of Dartmouth, its servants or agents. Any extra custodial charges related to clean up will be charged to Licensee as an Additional Charge.
11. **Insurance:** In addition to any additional policies of insurance required in the Letter, Licensee and/or its subcontractors shall obtain and keep in force, at its sole cost and expense, commercial general liability insurance (\$1M each occurrence/\$1M general aggregate), business automobile liability insurance (\$1M combined single limit, each accident for bodily injury and property damage) for all owned, rented, leased, or hired vehicles used on Campus in conjunction with the Event, worker's compensation insurance in accordance with all state and local requirements for any representatives of Licensee present on Campus in conjunction with the Event, and professional/errors and omissions liability insurance (combined single limits of \$1M per occurrence and \$1M aggregate) covering the performance of any representatives performing professional services in connection with the Event. Insurers shall have an AM Best Rating of AV or greater and be authorized to do business in the State of New Hampshire, naming Trustees of Dartmouth College as an Additional Insured Licensee on Licensee's commercial general liability policy, as respects activities under the Agreement. Licensee shall deliver to Dartmouth, at least fourteen (14) days prior to the Event Start Date, a certificate showing such insurance in effect for the period in question and showing that the insurance shall not be canceled or changed in anyway. Licensee warrants that its insurance will be primary over any other insurance that Dartmouth might have available to it. Licensee agrees to send the foregoing certificate of insurance to the Contact specified in the Letter.
12. **Access; No Leasehold:** Dartmouth, through its agents or representatives, shall have the right to enter the Facility, at all reasonable hours during the Event or otherwise for the purpose of examining and/or repairing the same as may be necessary for use, safety or preservation. This Agreement is not and shall not be deemed a lease and no leasehold estate is hereby created. Licensee is not a tenant of Dartmouth and the landlord-tenant laws of the State of New Hampshire do not apply to the license created hereby. Nothing contained in this Agreement shall create or shall be deemed to create any easements or use rights in the general public or constitute a public dedication for any public use whatsoever.
13. **Safety:** Licensee is responsible for the safety of its users and assumes all risks during the use of the Facility. Licensee is responsible for securing emergency procedures and for knowing where emergency telephones are near the Facility. Licensee is responsible for conduct of its employees, agents, constituents and invitees.

14. **Use of Dartmouth Name:** Except as expressly permitted by Dartmouth in writing, Licensee shall not advertise or make any other representations that it or the event held is in any manner sponsored or authorized by, or affiliated in any way, with Dartmouth. This restriction shall not preclude directions indicating that the event is to be held at the Facility on the Campus.
15. **Non-Discrimination:** In its performance under this Agreement, Licensee shall not, by reason of race, color, religion, sex, disability, age, marital status, national origin, sexual preference, or veteran status discriminate against any person and shall comply in all respects with any and all federal, state, county and municipal laws relative to non-discrimination, as well as applicable Dartmouth policies.
16. **Notices:** Notices to Dartmouth hereunder shall be addressed to the Contact noted in the Letter, with a copy to:

Dartmouth Risk and Internal Controls Services  
6012 North Fairbanks, Room 200  
8 Cemetery Lane  
Hanover, New Hampshire 03755  
**Hinman:** HB 6012  
**Phone:** 603-646-2442  
**Fax:** 603-646-9199  
**Email:** Risk.Management@dartmouth.edu

Notice to Licensee shall be deemed sufficient if made to Licensee at the address indicated in the Letter or such other address as Licensee shall designate in writing.

17. **Entire Agreement; Order of Precedence:** This Agreement consists of the entire understanding between the parties and supersedes any agreements, either oral or written, between the parties hereto, with respect to the subject matter hereof. Each party acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by the other party, or anyone acting on behalf of the other party, that are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. In the event of a conflict between these Terms and the applicable Letter or any Facility-specific Addendum, any additional or conflicting terms or conditions in the Letter or such Facility-specific Addendum shall control.
18. **Counterparts; Validity of Electronic Copies; Amendment; Waivers:** This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together shall constitute one and the same instrument. An executed copy of this Agreement that is delivered by facsimile or other electronic means shall be sufficient to show execution and delivery thereof. This Agreement may be amended only by a written document signed by authorized representatives of the parties. No waiver of any provision of this Agreement shall be valid or binding unless set forth in writing and duly executed by the party against whom enforcement of the waiver is sought. No failure by a party to exercise, and no delay by a party in exercising, any right hereunder will operate as a waiver of such right, nor will any single or partial exercise by a party of any right hereunder preclude any future exercise of that right, or any other right, by that party.
19. **Binding Effect; No Third-Party Beneficiaries:** This Agreement shall be binding upon, and inure to the benefit of, the parties and their respective successors and permitted assigns. Nothing in this Agreement is intended to confer on any person or entity other than the parties and their respective successors and permitted assigns, any rights hereunder.
20. **Partial Invalidity:** The invalidity or illegality of any part of this Agreement shall not affect the validity of force of any other part thereof.
21. **Governing Law:** This Agreement shall be governed by the laws of the State of New Hampshire, and any dispute arising hereunder shall be heard by a court of competent jurisdiction in the State of New Hampshire.
22. **No Agency:** Nothing in this Agreement shall make Dartmouth and Licensee partners, joint venturers, joint employers or otherwise associated in or with the business of the other. Neither party shall be considered to be the agent, master or servant of the other for any purpose whatsoever, neither party has any general authority to enter into any contract, or incur any debts or other obligations, on behalf of, the other party, and neither party shall be liable for any debts, accounts, obligations or other liabilities of the other party except as specifically provided herein.

# Facilities License Agreement Letter

This Facilities License Letter Agreement (this “Letter”) will confirm the terms of use by the Licensee of the Facility noted below. The Facilities License Terms and Conditions shall be incorporated into and made a part of this Letter, and together with this Letter and any Facility-specific Addendum shall constitute the “Agreement” between Licensee and Trustees of Dartmouth College (“Dartmouth”), made effective as of the last date written below.

## Licensee & Contact Information

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First Name	Last Name		
Address	City	State	Zip
Phone	Email		

### **Day-Of Contact (if different from above):**

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First Name	Last Name		
Phone	Email		

## Event Information

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Event Title	Event Type		
Event Date	Start Time	End Time	

### **Additional Facility Access Times (if different from start/end times):**

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Access Date	Start Time	End Time	
Access Date	Start Time	End Time	
Access Date	Start Time	End Time	



# Event Information (cont.)

# of Attendees: \_\_\_\_\_ Will alcohol be present?  Yes  No

Will you have music?  Live  DJ  Other: \_\_\_\_\_

## Event Vendors (caterers, DJs, etc.):

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Vendor Name	Type	Phone
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Vendor Name	Type	Phone
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Vendor Name	Type	Phone
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# Facility & Fee Information

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Facility Name

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Address	City	State	Zip
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Deposit Payable \$ \_\_\_\_\_

License Fees \$ \_\_\_\_\_

Additional Charges \$ \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

**Remaining Rental Balance** \$ \_\_\_\_\_

By signing below, I agree to the Dartmouth Facilities License Terms and Conditions and the Dartmouth Skiway Rental Policies:

### On Behalf of Trustees of Dartmouth College

X \_\_\_\_\_

Signature

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### On Behalf of Licensee

X \_\_\_\_\_

Signature

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date