

# IRON COUNTY HISTORICAL MUSEUM

## FACILITY RENTAL APPLICATION (GENERAL EVENT)

100 Brady Avenue | P.O. Box 272 | Caspian, MI 49915 | (906) 265-2617

**RENTER NAME:** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**DATE(S) REQUESTED:** \_\_\_\_\_ **TIME OF EVENT:** \_\_\_\_\_

**BUILDINGS TO BE USED (CHECK ALL THAT APPLY):**

- CULTURAL CENTER** (\$200)  **TOTI'S TAVERN** (\$200)  
*300 person capacity* *50 person capacity*

**ADD-ONS (CHECK ALL THAT APPLY & INDICATE QUANTITY NEEDED IF APPLICABLE)**

- Tables & Chairs** (\$5 per table) -- Includes 8ft tables and 8-10 chairs per table  
# \_\_\_\_ Tables # \_\_\_\_ Chairs Chair Design (Circle): *Red Padded* OR *Plain Metal*
- Black Floor-Length Tablecloths** (\$3 per tablecloth) # \_\_\_\_ Tablecloths
- Sound System** (\$30) -- Includes Mixer, 1 Microphone, 2 Speakers, and Podium
- Kitchen** (\$30) -- For Cold Prep, Hot Storage and Staging Only
- 6-Seater Golf Cart** (\$50) -- Includes the use of the cart with a full tank of gas. If you'd like a museum staff person to shuttle or be a parking attendant, the cost is \$20 per hour.

**TOTAL RENTAL FEE: \$** \_\_\_\_\_

**SECURITY DEPOSIT: 50% of Total Rental Fee (to be returned after the event)**

**\*\* PLEASE WRITE SEPARATE CHECKS FOR RENTAL FEE & SECURITY DEPOSIT.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

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LEAVE BLANK - INTERNAL USE ONLY

Deposit Amt: \_\_\_\_\_ CK #: \_\_\_\_\_ Date Returned \_\_\_\_\_

Rental Amt: \_\_\_\_\_ CK # \_\_\_\_\_



# IRON COUNTY HISTORICAL MUSEUM RENTAL AGREEMENT (GENERAL EVENT)

## **AUTHORIZED REPRESENTATIVE:**

1. The renter must designate one (1) person as its authorized representative. This person, and only this person, shall be empowered to enter into agreements, issue cancellations, and decide upon the configuration of the agreed rental space.

Authorized Representative: \_\_\_\_\_

Phone: \_\_\_\_\_

*I have read and understand this section. Initials* \_\_\_\_\_

## **LIABILITY INSURANCE REQUIREMENTS**

1. The renter shall obtain and provide proof of an insurance rider prior to the facility use, naming County of Iron and Iron County Historical Museum and Society as additional insured. It will include set-up day(s) and the day of the event. The rider will have \$500,000 of coverage. There are several ways to get this kind of insurance:

- a. A standard homeowner's policy will cover the rental of ICHMS facilities.
- b. A renter policy will cover the "tenant" when renting ICHMS facilities.
- c. A special event policy for groups may be obtained if the renter does not have a way to obtain insurance via a. or b.

*I have read and understand this section. Initials* \_\_\_\_\_

## **FOOD & BEVERAGE POLICY**

1. If the renter is having food catered, they shall provide the name and contact information of the catering company so they can be contacted with kitchen and set up details prior to the event:

Caterer: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Alcohol is permitted in Toti's Tavern and the Cultural Center. If the renter charges a fee for alcoholic beverages, the State of Michigan requires a special event liquor license. Renter may obtain this through LARA at their own expense. ICHMS requires a licensed bartender to serve alcohol to avoid over-serving.

*I have read and understand this section. Initials* \_\_\_\_\_

# IRON COUNTY HISTORICAL MUSEUM

## RENTAL AGREEMENT (GENERAL, CONTINUED)



### SET UP / TEAR DOWN / DECORATING / GROUNDSKEEPING

1. **Set Up / Tear Down** should be coordinated with the Museum staff. *NOTE: The rental buildings/areas may be open to the public from 8am-4pm as set up is being done, but your rental area will be closed to the public for your event.*
2. **The kitchen is approved by the Dickinson-Iron District Health Department** and may be used during the event for an additional fee. Renter must provide his/her own roasters, warmers, dishes, utensils, etc.
3. **Decorations:**
  - a. Renter may use the entrance counters; museum items will be removed from this area for the event and the gift shop will be locked.
  - b. The use of duct tape, nails, staples or glue to hang decorations is prohibited. Only painters tape and zip-ties are permissible. **Flame candles and glitter are NOT permitted**. Biodegradable glitter and confetti may be used outdoors.
4. **The event must end no later than 12:00 Midnight**, and the renter will have up to one hour on the same day to tear down decorations, clean up, etc. Additional clean up time may be scheduled with Museum staff in the following days.
5. **Clean-up to be completed by the renter includes: removing belongings (decorations, linens, food items, gifts, etc) and garbage.** Garbage cans and bags will be provided, and full garbage bags should be moved to the garbage shed at the driveway entrance. A museum staff person will be available for the duration of the event and will lock up the facility when the clean up hour is finished. The renter must ensure that debris (garbage, bottles, cigarette butts, etc.) are cleared from the grounds and parking lot.
6. **Failure to vacate at the agreed upon time and/or damage to the property will result in the loss of the security deposit.** The rented space must be presentable, clean and be ready for viewing by Museum guests on the next business day.
7. **Bathrooms are ADA accessible and will be stocked with toilet paper, paper towel, and soap.**
8. **Renter must ensure that children in their party are supervised at all times.**
9. **Those buildings which are not part of this agreement will be locked** and the renter's guests are not permitted into exhibits or other buildings.
10. **The renter may forfeit all or part of the security deposit if there is damage to the properties or rental items, or if cleaning beyond normal housekeeping is required.**
11. **ICHMS does not permit smoking indoors.**

***I have read and understand this section. Initials*** \_\_\_\_\_

Iron County Historical & Museum Society

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# IRON COUNTY HISTORICAL MUSEUM RENTAL AGREEMENT (GENERAL, CONTINUED)



## TERMS & CONDITIONS

1. Subject to the terms and conditions hereinafter set forth, the renter acknowledges that he or she has read and understands the terms and conditions of this rental agreement and agrees to abide by the specifications within it.
2. The renter agrees to indemnify and hold harmless the County of Iron and the Iron County Historical Museum and Society (ICHMS), including all elected and appointed officials, employees and volunteers. It is understood and agreed by naming the County of Iron and ICHMS as additional insured, coverage afforded is considered to be primary and any other insurance the County of Iron or ICHMS may have in effect shall be considered secondary and/or excess.  
**Furthermore, renter is responsible for any damage caused by its guests or invitees to any building, property, equipment or artifacts of ICHMS.**
3. The renter agrees to pay the rental fees associated with the facilities specified in the rental application.
4. The renter agrees to write a check for a security deposit in the amount of 50% of the total rental fee. This deposit shall be returned to the renter within 10 days of the event as long as there has been no damage to ICHMS property or facilities, or excessive cleaning required. A separate check for the security deposit is required.
5. Should the renter have to cancel the scheduled event, the renter must notify ICHMS immediately. If the event is cancelled less than 30 days before the event, the renter understands that the deposit will be forfeited.
6. The renter understands this rental agreement shall be governed by the laws of the State of Michigan.

***I have read and understand this agreement.***

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

MUSEUM DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_