

IRON COUNTY HISTORICAL & MUSEUM SOCIETY

FACILITY RENTAL AGREEMENT (GENERAL EVENT)

1 of 4

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

EVENT NAME: _____

PRIMARY CONTACT: _____

BILLING ADDRESS: _____

PHONE: _____ **EMAIL:** _____

DATE(S) REQUESTED: _____ **TIME OF EVENT:** _____ **# of GUESTS** _____

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 (Guests are responsible for setup/break down.
All tables must be thoroughly wiped down before being put away.)
- ☐ **Sound System** (\$30) -- Includes Mixer, 1 Microphone, Speaker, Screen and Podium
- ☐ **Kitchen** (\$30) -- For Cold Prep, Hot Storage and Staging Only
- ☐ **6-Seater Golf Cart** (\$50) -- Incl. use of the cart, full tank of gas. (Available Seasonally Only -
subject to operational condition of cart.)

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. Make checks out to ICHMS.**

SIGNATURE OF APPLICANT: _____ **DATE:** _____

LEAVE BLANK - INTERNAL USE ONLY

Deposit Amt: _____ CK #: _____ Date Returned _____

Rental Amt: _____ CK # _____

IRON COUNTY HISTORICAL & MUSEUM SOCIETY

RENTAL AGREEMENT (GENERAL, CONTINUED)



AUTHORIZED REPRESENTATIVE:

1. RENTER must designate one (1) person as its authorized representative (RENTER). This person, and only this person, shall be empowered to enter into agreements, issue cancellations or change details listed on page 1. Changes must be made in writing via the Museum Director (DIRECTOR).

Authorized Representative/RENTER: _____

Phone: _____

I have read and understand this section. Initials _____

LIABILITY INSURANCE REQUIREMENTS

RENTER shall obtain and provide proof of an insurance rider prior to the event, naming the Iron County Historical & Museum Society (ICHMS) as an additional insured for all dates your event will use the museum grounds/property/buildings. This will include any dates for decorating/set-up day, actual event dates and breakdown/cleanup. The rider will have \$500,000 of coverage. The rider must be delivered to the museum (in person, via email or snail mail) one week prior to the event or sooner. If it is not, your event will be canceled and any deposit forfeited. This is non-negotiable.

I have read and understand this section. Initials _____

FOOD & BEVERAGE POLICY

1. If RENTER is having food catered, they shall provide the name and contact information of the catering company. It is RENTER's responsibility to make sure the caterer contacts DIRECTOR to discuss the space to be used and the limitations of our electrical, etc. Caterer must also connect with DIRECTOR to arrange access to the venue. A walk through of the space with the caterer must be arranged PRIOR to the event.

Caterer: _____

Contact: _____ Phone: _____

2. Alcohol is permitted in Toti's Tavern and the Cultural Center. If 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 designated bartender to serve alcohol to avoid over-serving.

I have read and understand this section. Initials _____

IRON COUNTY HISTORICAL & MUSEUM SOCIETY RENTAL AGREEMENT (GENERAL, CONTINUED)



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SET UP / TEAR DOWN / DECORATING / GROUNDSKEEPING

1. **Set Up / Tear Down** should be coordinated with DIRECTOR. NOTE: The rented spaces may be open to the public during your set up. We are not responsible for your decorations, etc. You are advised NOT TO LEAVE VALUABLES unattended. **YOU MUST NOT LEAVE ALCOHOL UNATTENDED** during hours the museum is open to the public.
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 clean up and remove all personal items.
3. **Decorations:**
 - a. RENTER may, within reason, use the entrance counters during event. Renter MAY NOT move, alter, change or otherwise 'mess with' any museum exhibits.
 - 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. ALL GLITTER & CONFETTI MUST BE COMPLETELY REMOVED or your deposit may be forfeited.
4. **The event must end no later than Midnight.** It is possible for additional clean up time the following day, but arrangements must be made with DIRECTOR PRIOR to the event.
5. **Clean-up to be completed by the renter includes: removing belongings (decorations, linens, food items, gifts, etc.) and garbage.** RENTER must ensure that debris (garbage, bottles, cigarette butts, signs, glitter, confetti, streamers, etc.) are cleared from the grounds and parking lot. The kitchen and bathroom must be clean, ALL floors swept (and spot mopped if needed). 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. Place garbage in the outdoor dumpster.
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. No sticky floors, odorous garbage or party remnants should be left behind for staff to deal with.
7. **Bathrooms are ADA accessible** and will be stocked with toilet paper, paper towels and soap.
8. **RENTER must ensure children in their party are supervised at all times.** There are many portions of the museum that do not have closed doors, including the gift shop, Heritage Hall, LeBlanc Gallery, etc. It is RENTER's responsibility to ensure these areas are treated with respect.
9. **Those buildings and spaces which are not part of this agreement are off limits** and the renter's guests are not permitted in them. This includes exhibits, office space, archives, etc.
10. **RENTER and guests are encouraged** to take advantage of photo ops or otherwise enjoy the ten-acre property, but should do so respectfully without causing damage.
11. **ICHMS does not permit smoking indoors: no cigarettes, e-cigarettes, tobacco-less cigarettes, drugs or pipes. NO SMOKING OF ANYTHING INDOORS.** Guests must use the outdoor ashtrays and stay a reasonable away from the buildings while smoking.

I have read and understand this section. Initials _____

Iron County Historical & Museum Society

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RENTAL AGREEMENT (GENERAL, CONTINUED)



TERMS & CONDITIONS

1. Subject to the terms and conditions hereinafter set forth, 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. RENTER agrees to indemnify and hold harmless the (ICHMS), including all elected and appointed officials, employees and volunteers. It is understood and agreed by naming ICHMS as additional insured, coverage afforded is considered to be primary and any other insurance 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. RENTER agrees to pay the rental fees associated with the facilities specified in this agreement.
4. 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 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 RENTER cancel the scheduled event, RENTER must notify ICHMS immediately. If the event is cancelled less than 30 days before the event, RENTER understands the deposit will be forfeited.
6. 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: _____