

Contract for Museum Meeting Room Rules & Requests of Rental

\$100 for Non-Members _____

\$40 for Members _____

In addition to the cost of the rental, we require a deposit of \$100 that will be refunded to you in the event that all requirements have been met by the signer of this contract.

The space must be clean and returned to its previous setup when you leave, as when you entered the building.

- ❖ You may use kitchen and dining area
- ❖ Please remain in downstairs area, unless prior arrangements for a tour guild have been made
- ❖ Dining tables wiped off, chairs straightened
- ❖ Kitchen surfaces wiped down, left clean and tidy
- ❖ Floors swept and mopped if needed
- ❖ All decorations removed and the room returned to its original state
- ❖ All trash receptacles emptied and consolidated into large bag(s)
- ❖ Nothing is to be removed from the walls, or the exhibits disturbed in any way
- ❖ No smoking or consumption of alcohol in the building
- ❖ Board member or staff person will open building and stay for the event

We appreciate your cooperation and patronage. We hope you and your guests enjoy your time in the facility and that you will continue to think of us when you plan your gatherings. Thank You!

Name: _____ Date of Event: _____

Contact Phone: _____ Start time of rental: _____ End Time: _____

Purpose of rental: _____ Approximate number attending: _____

Any special requests? _____

I agree to abide by the above rules and regulations as requested by the Shelby County Historical Society. By signing this document I agree to release the Board of Directors and the Shelby County Historical Society/Museum from any and all liability. Furthermore, we agree to finish all cleaning and vacate the premises completely by the **End Time** stated above or face a penalty of \$50/hr with partial hours counting as a full hour. Please sign and return to the office. Keep a copy for yourself.

SIGNATURE: _____ DATE: _____

Shelby County Historical Society
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