

Kenosha History Center Facility Rental Contract

In keeping with intent of the Kenosha History Center, the primary mission of the organization is to collect, exhibit and educate people about Kenosha County history. Priority use of our buildings and grounds will be for programs and activities that support our mission. However, the History Center makes the following areas available for rental by individuals, groups and organizations when the events do not conflict with our programming. Requests outside the scope of these rules will be accepted at the discretion of the Executive Director and/or Board of Directors. The History Center reserves the right to review and approve or disapprove, all activities to ensure that they are in agreement with our goals and objectives of the organization and its standards.

<i>Area</i>	<i>Rental Rate</i>	<i>Rental Duration</i>	<i>Maximum # of Guests</i>
History Center Lobby & Exhibit Areas	\$500	Five Hour \$100 Per hour thereafter	50-60 seated 250 standing
Lighthouse Grounds & Gardens	\$150	Two –Hours \$50 Per Hour thereafter	100 Standing
Lighthouse Keepers Dwelling	\$500 This includes entire property	Five Hour \$100 per hour thereafter	75 inside 100 outside
Theater Rambler Legacy Gallery	\$150	Three Hours \$50 Per Hour thereafter	50-60 seated
Meeting Room Archives	\$100	Three Hours \$50 Per Hour thereafter	15 Seated

- Members receive a 10% discount
- Bonafide political fundraisers and 401 C3 non-for profit groups will receive a 20% discount

The Kenosha History Center hereinafter referred to as “**History Center**”
Individual or organization desiring to rent the facility hereinafter referred to as “**Renter**”

Availability

The History Center campus is usually available for rental any evening after 5:00 pm. It is also available during the day on Mondays.

Deposits

A deposit of 50% of the total rental fee is due at the time the contract is signed. The balance must be paid in full 30 days prior to the event unless other arrangements have been made in advance. A \$150.00 security deposit is added to

the fee. If no extraordinary cleaning or repairs are needed following the event, \$150.00 will be refunded to the renting party or organization.

Cancellations

The History Center must be notified 30 days in advance of the cancellation of a scheduled event for a 50% refund of the deposit. Cancellations received less than 30 days before an event or the lack of notification will result in forfeiture of the full rental deposit. The History Center reserves the right to cancel an event if the facilities are, in the sole judgment of an authorized museum official, rendered unsuitable for the event due to fire or other calamity, act of God, labor dispute, notice of violations by any city, county or other government agency, or any other occurrences beyond the control of the History Center. In the event of such cancellation, the Renter will not be liable for payment of any fees for cancelled programs, nor will the History Center have any further liability or obligations with regard to the cancelled events. Should such action prove necessary, the History Center guarantees that it will provide suitable time for re-scheduling.

Publicity and Promotion

Advertisements for an event to be held at the History Center shall not state or imply that such function is endorsed by, sponsored by, conducted by or supported by the History Center. This includes, but is not limited to all newspaper and magazine ads, radio and television announcements, news releases and promotional materials publicizing the function. Upon the request of the History Center, the Renter shall deliver for approval copies of all promotional materials to be used in publicizing a function.

No signs are allowed to be placed in any part of the facility either before or during the event without permission.

All advertising and promotional materials for a Renter's function shall direct interested patrons to contact the Renter (or Renter's designated agent) for information. History Center phone numbers and addresses shall not be listed as sources for additional information. The distribution of literature or advertising regarding a Renter's function is the sole responsibility of the Renter. The History Center will not distribute literature, display signs or posters, or sell tickets for any function unless other arrangements have been made.

Catering and Bar Service:

The History Center may provide a list of recommended caterers as part of the rental packet. Caterers are subject to the same terms and conditions as the renters who hire them, and they are required to remove all materials and refuse when they leave the premises. Renters are responsible for handling all interactions with caterers.

Initials _____

Liquor service must be stipulated as part of the Rental Agreement and approved by the History Center. All alcoholic beverages sold from a cash bar must be provided by licensed bartenders only. The History Center may provide a list of recommended bar services with whom the Renter can make the necessary arrangements for beverage service. No minors under the age of 21 may be served any alcohol unless accompanied by a parent or legal guardian. History Center staff and bartenders are fully authorized to deny all further alcohol service to persons who may appear to be intoxicated, disorderly, or under age.

Food and beverage service must be compliant with all State of Wisconsin laws and City of Kenosha ordinances.

Furnishings

The History Center may furnish four 8-foot banquet tables, two 6-foot tables and 75 chairs. The History Center does not furnish dinnerware, silverware, linens or glassware etc. A list of preferred providers is available. Delivery, set-up and removal must be coordinated with History Center staff members at least two weeks prior to the event, meeting or tour.

Audio Visual

The History Center's theater has a big screen TV with DVD player and VCR. A podium and microphone is available. The History Center can also supply slide projection equipment and a DLP projector.

Archives Amenities

The History Center Archives is pre-set for meetings using contemporary wood tables and 15 wood chairs. A TV with VCR, slide projector or DLP projector can be set up in this room. Refreshments are not allowed in the archives.

Museum Store

The Museum Store can be open during special events at discretion of museum staff.

Break Room Amenities

The History Center Break Room may provide limited access to a refrigerator/freezer, microwave oven, and large single basin sink. This must be coordinated with staff two weeks prior to the event, meeting or tour.

Docents

Docents are available to give guided tours of the facility. Each docent can handle 15 – 20 people on tour or they can be stationed in the galleries to answer questions. There is a charge of \$50 per docent for the duration of the rental time agreed to.

Initials _____

Photography

There may be some restrictions on photography depending upon the current exhibits. Please contact staff to find out what is acceptable at least two weeks before your event.

Indemnification

The Renter contracting for an event must agree to hold harmless the History Center, its agents and employees, against any and all liability, loss or damage it may hereafter sustain, incur or be required to pay by reason of any personal suffering, personal injury, death or property damage, either while participating in or receiving the services being furnished by the contractor under this agreement, or while on the premises in conjunction with such event, except for those liabilities caused by or resulting from negligence or the intentional acts of the History Center, its officers, agents or employees.

The Renter must agree to assume complete responsibility for replacement or repair of articles damaged beyond ordinary use or stolen either by that in attendance or by persons hired by them for the event. The extent of the damage and cost of repair will be judged solely by the History Center based upon estimates received.

Corporate Renters will be asked to furnish a certificate of insurance.

The History Center reserves the right to approve or reject any application submitted for use of its facilities. Any unusual use of the History Center or its facilities may require approval by the Executive Director and/or the Board of Directors. Additional fees may be expected if services over and above those specifically set forth in the contract are required of the History Center and its staff.

Usage

Please be aware that the History Center's primary mission is to serve as a museum and library, and respect the space around you. For example, keep any foodstuffs and beverages away from artifacts and photographs on display; supervise children so that they do not touch or handle exhibit materials or equipment; and do not remove any items from walls or display areas. Only the specific area described in the rental contract may be used, but all areas of the History Center – including hallways, restrooms, entryways, and parking areas – must be properly supervised by the group using the facility. Prior approval is needed before posters or signs may be mounted on walls or partitions. Removal of display cases and exhibition materials is not allowed, in keeping with our mission as a museum.

Initials _____

The History Center assumes no responsibility for the security and safety of stored goods prior to or after an event. Due to limited storage space, the Renter or vendor will remove all property from the History Center at the conclusion of the event, including all debris, boxes, refuse, etc.

The following are not allowed in the History Center at any time:

Smoking
Smoke Machines
Pyrotechnic Devices
Glitter
Confetti
Helium Balloons
Candles

The conduct of guests is the Renter's responsibility. Children must be supervised at all times and should not run on the grounds or in the History Center. History Center staff is fully empowered to ask anyone to leave on the grounds of disorderly conduct, intoxication, or overstaying their contracted time.

Set Up and Clean Up

When making your reservation, please allow enough time before and after your event or program for setting up and taking down necessary equipment and decorations and for cleaning up the facility. In order to fully and equally accommodate all of our rental clients, and to ensure that we have the appropriate number of staff scheduled for each event, rental times are firm. We must ask that the Renter and their guests do not arrive early or stay later than their contracted period of time. It is the Renter's responsibility to usher out the last guests. An hourly fee will be added to any time other than that contracted.

The History Center will perform routine clean up after your event, but asks Renters to remove any boxes, bottles or other debris resulting from their event. If the degree of clean-up required is beyond what might be expected in terms of normal wear and tear, the Historical Society reserves the right to charge an additional clean-up fee. Expenses incurred for extra cleaning, such as carpet shampooing or painting of walls, will be passed along to individuals and/or organizations renting the facility. If your event generates large quantities of refuse and/or recyclables (for example, boxes of empty wine bottles), you will be billed for their removal, so please take them with you. The History Center is not responsible for any items left behind.

Set up times, including the delivery of rental items and food must be arranged through the History Center a minimum of 2 weeks prior to the event. Without these arrangements no service will be allowed entry. If any room does not meet approval, please contact a staff member.

Initials _____

We the undersigned have read and initialed each page of the contract and agree to abide with all provisions contained therein.

Facility Charge _____

Docent Charge _____

Security Deposit _____

Special Charges _____

Total _____

Deposit _____ Method _____ Date _____

Balance Due _____

Renter / Organization _____

Name of Contact Person _____

Address _____

City State Zip _____

Telephone _____ Fax _____ email _____

Event Information

Type of Event _____

Please provide a detailed written description of your event. Who is participating, what you will be doing, who is performing, schedule of activities etc.

Date of Event _____

Hours of Event (include setup and takedown) _____

Number in attendance _____

Caterer _____

Bar Service _____

AV Equipment _____

Rental Equipment _____

Signature _____ Date _____

Renting Party

Signature _____ Date _____

Kenosha History Center