

PDF For Hosting an Event

1. Member Discount

a. If a WCHS Member wishes to rent any facility, they will be given a 25% discount of the above prices. WCHS Members will be provided priority above non-members in renting the WCHS Building and Grounds.

2. Additional Resources

a. Docents may be requested to facilitate the use of the grounds and buildings, but must be requested in advance. There will be an additional cost for the use of docents.

b. Upon request and by approval of the Board of Trustees, the WCHS may provide activities for any group wishing to rent the grounds. The price for such a request will be assessed on a case-by-case basis by the Board of Trustees.

3. Restrictions

a. The WCHS Buildings are NON-SMOKING facilities. Any violation of this policy will result in a fee of \$500, in addition to any cost of repairing damaged caused by smoking.

b. For special events, the erection of tents will be permitted. The use of tents will be considered on a case-by-case basis and must be approved by the WCHS Executive Committee.

c. Special Events that are sponsored or co-sponsored by the WCHS must be reviewed by the Executive Committee and approved by the Board of Trustees.

d. No regular monthly meetings for clubs or groups will be permitted.

e. Use of alcohol would be permitted on a case-by-case basis, to be decided by a vote of the Board of Trustees upon the recommendation of the Executive Committee. Alcoholic Beverages must be confined to the buildings. Sale of alcoholic beverages is prohibited.

f. The WCHS Board of Trustees reserves the right to modify the above Rental Policy. Any modification to this Rental Policy may be done by a vote of the

Board of Trustees. If modification of the above policy is needed by a group wishing to rent the WCHS Buildings or Grounds, they must present to the WCHS Board of Trustees the basis for the modification.

g. Attached Form A must be completed and returned with deposit or payment 30 days prior to the scheduled event. In the event Form A is not completed 30 days prior to the event date, the Board of Trustees reserves the right to cancel the event.

Wayne County Historical Society

Rental Agreement

FORM A

Today's Date _____

Date of Reservation _____ Number of

People _____

Time: Beginning _____

Ending _____

Facility Requested _____

Rental Fee _____

Deposit _____

Organization _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____

Activity _____

THE RENTER AGREES:

1. To provide a certificate of insurance to Wayne County Historical Society listing WCHS as a certificate holder and additional insured in an amount not less than \$1,000,000
2. To accept the premises in its present condition and return it in the like condition.

3. To use only the designated building and restrooms.
4. To clean the premises and place all refuse in containers provided and remove from premises.
5. To reimburse Wayne County Historical Society for any damages to the premises, building or equipment.
6. No personal property shall be on the premises other than during the rental period.
7. To vacate the property at the scheduled time.
8. That all rental fees and deposits are to be paid in full upon execution of this agreement.
9. Failure to comply with the above conditions may result in forfeiture of deposit.