

Revised/Adopted:  
12/12/2012  
Effective: 1/1/2016  
Amended: 10/13/2015

**Martin County Historical Society**  
**Pioneer Parsonage – Facility Rental Contract**

This Pioneer Parsonage Rental Agreement of the Martin County Historical Society, Inc. (the "MCHS") provides procedures for groups, organizations, families, and individuals wishing to utilize the Pioneer Parsonage (the "facility) main floor only.

**Please review this contract carefully, sign and return it with the appropriate fee.**

**Date of Event:** \_\_\_\_\_

**Time Event to Begin:** \_\_\_\_\_ **Time Event to End:** \_\_\_\_\_

**Anticipated Attendance:** \_\_\_\_\_

**Name of Organization/User:** \_\_\_\_\_

**Authorized Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**The user agrees to abide by the policies and conditions outlined in this contract.**

1. General Group Guidelines
  - a. Availability: The facility will be available for use upon request.
  - b. Use of the facility is primarily limited to adults.
  - c. If children are present, they must have adult supervision satisfactory to MCHS staff.
  - d. Child activities, i.e. birthday parties, Cub Scout activities, etc., are not permitted.
  - e. The **main floor** of the facility is the only floor that can be utilized. The basement and upstairs levels are off limits to anyone renting the facility.
2. Rental Fee – Payable in Advance of the Event:
  - a. During normal hours of operation (Mon. – Fri. from 8:30 to 4:30): A nonrefundable fee of \$50.00 payable in advance of the event.
  - b. Weekends, holidays, and evenings: \$50.00 for the first two hours + \$15.00 per hour for each hour thereafter. Room sponsors will not be charged for using the facility.
3. Insurance:
  - a. Renter agrees to provide the following:
    - i. Insurance Company: \_\_\_\_\_
    - ii. Insurance Agent & Phone Number: \_\_\_\_\_
4. Capacity:
  - a. The maximum number of people allowed when food is being served is 30.
  - b. More than 30 will be considered upon request if food is not being served.

5. Food Service, Beverages, and Catering:
  - a. Catered food is permitted with prior staff approval.
  - b. Alcoholic beverages are not permitted in the MCHS Pioneer Museum.
  - c. The MCHS will provide the following for the renter's use:
 

<ol style="list-style-type: none"> <li>i. Folding Chairs (50)</li> <li>ii. Card Tables (7) + 8 at museum</li> <li>iii. Large Long Tables (3) 6 ft.</li> <li>iv. Small Long Table (1) 6 ft.</li> <li>v. Coffee Makers-40 cup (2)</li> <li>vi. Coffee Maker-12 cup (1)</li> <li>vii. Coffee Carafe (2) + 3 at museum</li> <li>viii. Water Pitchers (2)</li> <li>ix. Luncheon Dishes (35)</li> <li>x. Cups (40)</li> <li>xi. Drinking Glasses (10)</li> <li>xii. Sugar &amp; Creamer (1)</li> </ol>	<ol style="list-style-type: none"> <li>xiii. Relish Dishes (3)</li> <li>xiv. Platters (3)</li> <li>xv. Forks (40)</li> <li>xvi. Table Cloths/Card Tables (8)</li> <li>xvii. Elec. Extensions (1)</li> <li>xviii. Extension Cord/Orange (1)</li> <li>xix. Small Refrig. In Kitchen</li> <li>xx. Large Refrig. Upstairs</li> <li>xxi. Microwave in Upper Kitchen Cabinet</li> <li>xxii. Items provided by the renter must have prior staff approval.</li> </ol>
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6. Smoking or open flames (i.e. candles) is strictly prohibited.
7. Decorations are limited to tables and must have prior MCHS staff approval at the time of the agreement.
8. Event Setup and Cleanup:
  - a. The MCHS staff will be responsible for setting up tables and chairs as requested in advance of the event by the group renting the facility.
  - b. The MCHS staff will be responsible for cleanup of the facility and returning tables and chairs to storage at the conclusion of the event.
  - c. The rental group is responsible for removal and disposal of all garbage and waste materials as a result of the event.
9. An MCHS employee or representative will be available the entire time during the event and to open and close the facility.

The renter assumes liability for any loss or damage to the Martin County Historical Society property that results from its use of the facility, and agrees to hold the Martin County Historical Society, its members, and its employees harmless for loss or damage to the persons or property of its members or guests while renting the facility. The renter assumes liability for illness resulting from the serving of food or drink at the facility and agrees to hold the Martin County Historical Society, its members, and its employees harmless.

**I certify that I have read, understand, and accept the conditions set forth in this contract.**

\_\_\_\_\_ Date \_\_\_\_\_  
 Authorized Contact Person for User/Renter

\_\_\_\_\_ Date \_\_\_\_\_  
 Authorized MCHS Staff/Board Member

Paid: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Staff/Board Signature/Initials: \_\_\_\_\_