

General Rental Agreement

DATE OF EVENT: _____ EXACT START TIME OF EVENT: _____

ENTER BUILDING AT: _____ LEAVE BUILDING AT: _____

Rental Agreement is a total of two hours

Name/Organization: _____

Address: _____ City: _____ Zip: _____

Phone 1: _____ Phone 2: _____

Today's Date: _____ Purpose of Rental: _____

GENERAL RENTAL AGREEMENT INFORMATION

1) **RENTAL FEES & TIMES:** As of December 20, 2011 the rental fees for either the Ford-MacNichol Home, 2610 Biddle Avenue, or The Marx Home, 2630 Biddle Avenue, are as follows:

- | | |
|----------|---|
| \$500.00 | Two Hour Rental (including \$100.00 Non-Refundable Deposit) |
| \$100.00 | Additional Refundable Food Deposit |
| -\$50.00 | Wyandotte Resident Discount |
| \$100.00 | Non-Profit Two Hour Rental (deposit included, see 3 on reverse) |

| |
|--------------------------|
| TOTAL COST: _____ |
| DEPOSIT: _____ |
| BALANCE: _____ |


GENERAL

- Will the wheelchair elevator need to be used? _____
- Total Number of Guests _____
- Provide limited seating? _____
 - If yes, please list the color choice for chair banding: _____
- Will you have food and/or drinks at your event? _____
- Will you have a live musician? _____
- Will you use the Museum Sound System? _____
 - If so, below please list the CD and track numbers below that you will be using: _____

| | | | |
|------|------|-----------------|------|
| NAME | DATE | MUSEUM OFFICIAL | DATE |
|------|------|-----------------|------|

GENERAL EVENT AGREEMENT INFORMATION

1. **Time:** The time limit is not to exceed two hours. Other events may be scheduled before and after. You will be billed accordingly. Beyond the \$500.00 two hour event fee, an additional \$100.00 will be charged for every hour thereafter. All activities must be completed within the specified timeframe, including catering activities, clean-up, and decoration.
2. **Cost:** The fee for an event at the Wyandotte Museum, either 2610 or 2630 Biddle Ave, is \$500.00. Wyandotte residents receive a \$50.00 discount. Only the usage of one building is provided for the preceding fee. A \$100.00 non-refundable deposit is required to hold your date and time. The remaining balance is due one (1) month prior to your event. Cancellation or failure to adhere to the policies stated here will result in the forfeit of your deposit.
3. **Non-Profit Cost:** The fee for a non-profit event at the Wyandotte Museum (2630 Biddle only) is \$100.00. This fee includes your non-refundable deposit. Non-profits do not receive the Wyandotte Resident Discount of \$50.00.
4. **The Home:** The Ford-MacNichol Home and Marx Home are listed on the state and national register of historic places. Guests must be sensitive to the building and its artifacts. The undersigned is held responsible for any damage incurred during the event.
5. **Chairs:** The museum can provide limited seating (8 to 10 folding chairs) for seating. White fabric chair covers for folding chairs have multiple color banding to accentuate your event – choices are rose, blue, sage, lavender and white. Please note that seating will be limited to folding chairs. Other chairs in the house are artifacts and are not to be used – no exception.
6. **Fireplace:** The fireplace in the lobby of the Ford-MacNichol Home (2610 Biddle Aveune) can be lit, weather permitting and upon request.
7. **Decoration:** You are free to bring in decorations for your event. Decorations you bring in will be limited to use in the Dining Room and Foyer of the Ford-MacNichol Home, and the large front room of the Marx Home. We ask that you not use tape, tacks, etc., to be sensitive to the historic nature of the environment. Pipe cleaners and string are acceptable to hang decorations. Table arrangements are appropriate. No candles are permitted – no exceptions.
8. **Elevator:** An elevator lift can be operated, with prior notification, for those who cannot walk the steps.
9. **Guests:** The number of guests is not to exceed fifty (50) persons at the Ford-MacNichol Home, or thirty (30) seated guests or twenty-four (24) guests at tables, at the Marx Home. If the number of guests is larger than the suggested amounts, the congestion makes an uncomfortable situation for your guests and presents a safety problem for the museum and its artifacts.
10. **Smoking/Drinking:** No alcohol and/or smoking is permitted inside or around the Museum. Violators will be expected to pay a \$500.00 fine.
11. **Parking:** Parking is available at the rear of the Ford-MacNichol Home, rear of the Marx Home. The Nixon funeral home parking lot can also be used. Please remember that there is no parking in front of the Museum or on the north side.
12. **Music:** You are free to bring in your own music. The baby grand piano, in the music room, and the pump organ in the parlor can be operated. We have a sound system in the MacNichol Home that works off of Compact Discs. We have some wedding and classical music or you may bring in music you wish to have played.
13. **Staff:** A Museum staff person will be in attendance for the duration of your event to assist and answer any questions you may have.
14. **Food:** The below guidelines are applicable if you plan to have either food or drinks for guests at your event:
 - a. An additional \$100 refundable deposit is required if food is consumed as part of the event. The deposit will be forfeited if damage occurs as a result of food at the event, i.e., spilled drinks, food stains, etc.
 - b. There is no preparation of food on-site – food must be brought in cooked or ready to be served.
 - c. No Sterno cans or candles are permitted to heat food.
 - d. Serving and consumption of food will be limited to the areas specified below. The Museums are historic structures containing artifacts and exhibit spaces – **the designated eating and drinking areas will be strictly enforced.**
 - i. At the Ford-MacNichol Home, eating and drinking is permitted in the Dining Room and Front Porch only. No exceptions. Food and/or drinks are not to be carried through the house into the exhibit areas.
 - ii. At the Marx home, eating and drinking are permitted on the first floor only. Food is to be set-up in the Kitchen only.
 - e. Food must be cleaned up and carried away at the end of the event.

 I have read and understand the above policies regarding the Wyandotte Museum's General Rental Agreement.

Name: _____ Date: _____

Signature: _____



HOLD HARMLESS AGREEMENT

In consideration of the Wyandotte Historical Society, the Wyandotte Museum, and the City of Wyandotte, I, _____ hereby assume all risk and liability to the providing of services by the Wyandotte Historical Society, the Wyandotte Museum, and the City of Wyandotte and agree to hold harmless and indemnify the Wyandotte Historical Society, the Wyandotte Museum and the City of Wyandotte from all liability or responsibility whatever for injury (including death) to persons and for any damage to any City of Wyandotte property or to the property of others arising out of or resulting from its ceremony. The undersigned agrees to hold the city harmless arising out of or resulting from its ceremony including the use of the premises.

I, _____, further hereby remise, release, and forever discharge said Wyandotte Historical Society, Wyandotte Museum, and City of Wyandotte, its officers, agents, and employees from any and all claims, demands, actions, causes of action, damages, and liabilities or arising out of, either directly or indirectly from this event. The undersigned has full legal authority to sign this agreement on behalf of the above organization and understands the City of Wyandotte is relying upon said representation.

Agreed to this _____ day of _____, 20_____.

Name (Print): _____

Address: _____ City: _____ Zip: _____

Phone: _____

Signature: _____

