



City of Wyandotte

Wyandotte Museums

2624 Biddle Ave.

Wyandotte, MI 48192

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Email: [museum@wyan.org](mailto:museum@wyan.org)

[www.wyandottemuseums.org](http://www.wyandottemuseums.org)



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## Victorian Tea Agreement

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Date Requested: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Number of Guests? \_\_\_\_\_ Handicap elevator? \_\_\_\_\_ Food Allergies? \_\_\_\_\_

Name/Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Today's Date: \_\_\_\_\_

### TEA INFORMATION

- 1) **EVENT COST:** As of May 2011, fees for a tea at the Marx Home, 2630 Biddle Avenue are as follows:  
    **\$15 PER PERSON (MINIMUM OF 8, LIMIT OF 24)**  
A deposit (see below) is required to reserve your date and time. The remaining balance is due the day of your tea. Please inform staff of final guest count no later than one week prior to the event.
- 2) **DEPOSIT:** In addition to the event fee, a \$50.00 refundable deposit is required. This deposit secures the date for your afternoon tea. If you change or cancel the date the deposit is forfeit. The applicant is also held liable for all damages exceeding the fifty dollar deposit. This deposit is best left in the form of a separate check which can be returned to you if all the agreements in this contract are followed.
- 3) **TIME:** All activities must be completed within the two hour timeframe. Beyond the event fee, an additional \$100 will be charged for every hour thereafter. You will be billed accordingly.
- 4) **FOOD:** Guests will be given a generous portion of scones, clotted cream, finger sandwiches and desserts. Tea, lemonade and water will be available to drink. Guests with special dietary needs should inform staff no later than one week prior to the event.
- 5) **ALCOHOL AND TOBACCO:** No alcoholic beverages and/or smoking are allowed in the Marx Home. No exceptions. Violators will be expected to pay a \$500.00 fine.
- 6) **THE HOME:** The Marx Home is listed on the state and national register of historic places. Guest must be sensitive to the building and its artifacts. The undersigned is held responsible for any damage incurred during the event.
- 7) **ACCESSIBILITY:** An elevator lift can be operated, with prior notification, for those who cannot walk the steps. A handicap accessible restroom is available at the Historic Marx Home, 2630 Biddle Avenue.

- 8) **PARKING:** Parking as available at the rear of the Museums Campus. The public parking lot on Superior Boulevard and First Street and Nixon's Funeral Home parking lot can also be used. Please remember that there is no parking in front of the Museums Campus or on the north side.
- 9) **CANCELLATION:** Cancellation or change of rental date will result in your deposit being forfeited.
- 10) **HOLD-HARMLESS AGREEMENT:** The Hold-Harmless Agreement below must be filled out in order to execute the tea.

 I have read and understand the above policies regarding the Wyandotte Museums' Victorian Tea Agreement

Name(print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Museum Official: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Deposit:  \$50.00                       Check       Cash                      Date: \_\_\_/\_\_\_/\_\_\_

Total number of guests: \_\_\_\_\_ (\$15/guest)

Event Fee: \$\_\_\_\_\_       PIF       Check       Cash                      Date: \_\_\_/\_\_\_/\_\_\_

**HOLD HARMLESS AGREEMENT**

In consideration of the Wyandotte Museum and the City of Wyandotte, I, \_\_\_\_\_ hereby assume all risk and liability to the providing of services by the Wyandotte Museum and the City of Wyandotte and agree to hold harmless and indemnify the Wyandotte Museum and the City of Wyandotte from all liability property or to the property of others arising out of or resulting from its ceremony.

I, \_\_\_\_\_, further hereby remise, release and forever discharge said 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): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_