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WYANDOTTE MUSEUMS

GENERAL RENTAL AGREEMENT

Today's date: _____ **Date of event:** _____

Building requested: Ford-MacNichol Home, 2610 Biddle Avenue Marx Home, 2630 Biddle Avenue

Enter building at: _____ **Leave building at:** _____ **Exact start time of event:** _____

Rentals are a minimum of 2 hours

Name/Organization: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone 1: _____

Phone 2 (Day-of contact, include name, if different from above): _____

Purpose of rental: _____

Event Details

Total number of guests: _____ – Provide limited seating? Yes No

Number of chairs:* _____ (see guests limits on page 2, number 8)

Will the accessibility lift need to be used? Yes No

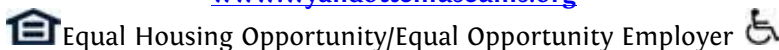
Will you have food and/or drinks at your event? Yes No – If yes, see item #13 on page 3.

Will you have a live musician? Yes No – Name of entertainer: _____

Will you use the Museum Sound System? Yes No – Provide microphone? Yes No

2624 Biddle Avenue • Wyandotte, Michigan 48192 • 734.324.7284 • Fax 734.324.7283 • museum@wyandottemi.gov

www.wyandottemuseums.org



Rental Fees & Times

As of March 19, 2018, the rental fees are as follows. Please note that Wyandotte Residents receive a \$50 discount.



1. Rental Fees for the Ford-MacNichol Home, 2610 Biddle Avenue:
 - a. \$400 Two Hour Rental (*Includes \$100 non-refundable deposit*)
 - b. \$200 Price per each additional hour
 - c. \$100 Price per hour for non-profit rentals (*501c3 status and two hour minimum required*)
2. Rental Fees for the Marx Home, 2630 Biddle Avenue
 - a. \$300 Two Hour Rental (*includes \$100 non-refundable deposit*)
 - b. \$150 Price per each additional hour
 - c. \$50 Price per hour for non-profit rentals (*501c3 status and two hour minimum required*)

General Event Agreement Information

1. **Time:** Your event is not to exceed the time scheduled on the application. Other events may be scheduled before and after. All activities must be completed within the specified timeframe, including catering activities, clean-up, and decoration. You will be billed accordingly. Beyond the assigned event fee, an additional \$200.00 will be charged for every hour thereafter.
2. **Cost:** You are responsible to pay the event fee as outlined on page four (4). Only usage of the one requested building is provided for the fee. A \$100 non-refundable deposit is required to hold your date and time. The remaining balance is due no later than one (1) month prior to your event. Cancellation of rental will result in the forfeit of your deposit.
3. **The Home:** The Ford-MacNichol Home and Marx Home are listed on the State and National Registers 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.
4. **Chairs:** The museum can provide limited tables and chairs for seating. Some linens (*table cloths and chair covers*) are available. Other tables and chairs in the house are artifacts and are not to be used – no exception.
5. **Fireplace:** The fireplace in the foyer of the Ford-MacNichol Home (*2610 Biddle Avenue*) can be lit, weather permitting and upon request. Please note you will have to provide your own firewood.
6. **Decoration:** You are free to bring in decorations for your event. Decorations are 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.
7. **Accessibility:** An accessibility lift can be operated, with prior notification, for those who cannot walk the steps. Please note that the only handicap accessible restroom is located at the Marx Home.
8. **Guests:** The number of guests is not to exceed the below. 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.
 - a. Ford-MacNichol Home
 - i. Fifty (50) persons standing
 - ii. Thirty (30) seated guests
 - iii. Twenty-four (24) guests at tables (*porch availability only*)
 - b. Marx Home
 - i. Thirty (30) persons standing or seated

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- ii. Twenty-four (24) guests at tables
- 9. **Smoking/Drinking:** No alcohol and/or smoking is permitted anywhere on the Wyandotte Museum Campus, either inside the buildings or on the grounds. Violations are a \$500.00 fine.
- 10. **Parking:** Parking is available to the rear of the Ford-MacNichol Home and Marx Home. The public parking lot at Superior Boulevard and First Street (*behind Tim Hortons*) can also be used. Please remember that there is no parking in front of the Museum or on the north side.
- 11. **Sound:** You are free to bring in your own music. The baby grand piano in the music room can be operated. We have a sound system in the Ford-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. A microphone is also available.
- 12. **Staff:** A Museum representative will be in attendance for the duration of your event to assist and answer any questions you may have.
- 13. **Food:** The below guidelines are applicable if you plan to have either food or drinks for guests at your event:
 - a. An additional \$100.00 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 buildings 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, understand, and agree to abide by the above policies regarding the Wyandotte Museum’s General Rental Agreement.

Signature: _____ Date: _____

Name (print): _____

Museum Official: _____ Date: _____

Hold Harmless Agreement

In consideration of the Wyandotte Museum and the City of Wyandotte permitting use of the City's Ford-MacNichol Home (2610 Biddle Avenue) and/or Marx Home (2630 Biddle Avenue), the undersigned hereby assumes all risk and liability to the providing of services by the Wyandotte Museum and the City of Wyandotte and agrees to hold harmless and indemnify 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 Wyandotte Museum and City of Wyandotte property or to the property of others arising out of or resulting from its ceremony. The undersigned agrees to hold the Wyandotte Museum and the City of Wyandotte harmless arising out of or resulting from its ceremony including the use of the premises.

The undersigned further hereby releases, releases, and forever discharges 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 understand the Wyandotte Museum and the City of Wyandotte is relying upon said representation.

Agreed to this _____ day of _____, 20_____

Name (*print*) & Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Signature: _____

For Office Use Only

Deposit (*non-refundable*): \$100 Cash Check/MO # _____ – Date: _____ – Initial: _____

Food deposit (*refundable*): \$100 Cash Check/MO # _____ – Date: _____ – Initial: _____

Total Event Time: _____ – Resident discount? Yes No - Total Event Cost: _____

Balance: _____ Cash Check/MO # _____ – Date: _____ – Initial: _____


On-site coordinator (*name and phone*): _____

On-call staff (*name and phone*): _____

Notes: _____

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