

## Harbor Springs Area Historical Society General Policies for Rental Requests

- Groups using the Museum facility must comply with all federal, state, and city laws.
- Events may not create any hazard to or impose any hardship on the Museum and its collections, exhibits, facilities, staff or visitors.
- Event sponsors may not use the name of the Harbor Springs History Museum in connection with the event, except as the location, without the express written consent of the Museum. Advertising and publicity naming the Museum as the location may not begin until the event is approved by the HSAHS Executive Director.
- Set-up in public areas of the Museum will be allowed only after the program of the event has been reviewed and approved by the HSAHS Executive Director.
- Events cannot be scheduled during Museum operating hours unless special permission is granted by the HSAHS Executive Director.
- All events must conclude by 9:00pm and all guests must vacate by this time unless special permission is granted by the HSAHS Executive Director.
- All equipment (i.e. rentals and other equipment) must be removed by 10:00am the following day. (Special arrangements will be made for events held on Saturday evenings.) All refuse and all catering equipment must be removed immediately following the event unless special permission is granted by the HSAHS Executive Director.
- A \$60 non-refundable cleaning fee will be assessed for all programs unless waived by the HSAHS Executive Director.
- HSAHS property cannot be moved without the permission of the HSAHS Executive Director.
- The HSAHS Executive Director must approve the use of decorations, props, etc. inside or outside the building in advance. Open flame (including votives or candles of any size) is not permitted.
- The full proposed wording of notices, invitations, or press releases connected with the event must be submitted for HSAHS approval in advance of printing and circulation. Organizations and individuals may not imply Museum endorsement or sponsorship in their invitations or publicity.
- Any media coverage for an event must be approved by the HSAHS Executive Director. Media coverage the night of the event must be approved before such can be arranged.
- Photography of or near Museum objects may be restricted. Please consult with HSAHS staff for more information.
- The safety of visitors will not be compromised for any event.

- Sponsors and participants must comply with all instructions of the Museum staff regarding safety and security. Museum staff is authorized to expel individuals who violate Museum policies.
- Any party using the Museum is liable for damage to the premises and its contents. The HSAHS staff will determine damage/replacements that will then be charged to the User.
- Smoking is prohibited in all Museum indoor or outdoor spaces including the museum grounds.
- Drinks and food are not permitted within any of the Museum's first-floor exhibit galleries.
- Capacities will be observed. The Museum reserves the right to turn away guests if the Museum is overcrowded. In the case that an event is based on the sale of tickets, the sponsoring organization may not sell more tickets than the capacity allows.
- A certificate of insurance must be filed with the Museum holding the Harbor Springs Area Historical Society, its staff, volunteers and Board of Trustees and the City of Harbor Springs harmless for all actions and showing the correct form of liability insurance. This requirement may not apply to small group or private parties as approved by the HSAHS Executive Director.

## **Food and Beverage Service**

Menus should be submitted to the Museum's Executive Director as soon as they are finalized; if there are any questions about the appropriateness of certain foods, please check with the Executive Director.

Food may be served only in approved areas in the Museum. Under no circumstances are food items to be brought into any of the exhibit galleries. 'No food past this point' signs may be posted by the Museum staff at each of the exhibit gallery entrances.

The user is required to obtain all necessary legal permits for food and alcohol distribution as required by law. Under no circumstances is alcohol to be sold on the property of the Harbor Springs History Museum. The HSAHS staff reserves the right to end the distribution of alcohol in whole or to individuals if a minor is found in possession of an alcoholic beverage or guests are found to be intoxicated.



## Facility Use Agreement

**Please complete, sign and return this application with the appropriate fees.**

Date of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

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

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

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

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

Name of Event: \_\_\_\_\_

Time Set-Up is to Begin: \_\_\_\_\_ Time Event is to Begin: \_\_\_\_\_

Time Event is to End: \_\_\_\_\_ Time Cleanup is to end: \_\_\_\_\_

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

The User agrees to designate one person to be in charge while at the Museum. The person in charge must be present during the entire event (including set up and clean up) to assure the Museum is properly cleaned after the event.

Person in charge during the event and for cleanup: \_\_\_\_\_

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

***The fee for renting the Museum is \$150 per hour with a two-hour minimum. (Non-profit rate is \$100 per hour.) Please note that event time is computed from beginning of set up to end of clean up.***

The User agrees to pay \$ \_\_\_\_\_ to rent the Museum for \_\_\_\_ hours. If use exceeds this number of hours, the User agrees to pay \$150 for each additional hour (or any part thereof). (A \$100-per-hour rate is available for qualified non-profit organizations). The User agrees to pay half of the rental fee upon return of this contract. The Balance is due 30 days before the day of the event.

A \$250 deposit is also due at the time of acceptance by the Harbor Springs Area Historical Society (HSAHS). An additional \$60 non-refundable cleaning fee is due at the time of acceptance by HSAHS. Said deposit will be held and returned to the User within thirty days after the event unless damage occurs or if the event goes beyond the pre-scheduled time.



## Facility Use Agreement

Checks should be made payable to the *Harbor Springs Area Historical Society*.

**Total due including Deposit and Cleaning Fee:**

Rental Fee: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

Cleaning Fee: \$ \_\_\_\_\_

**TOTAL DUE:** \$ \_\_\_\_\_

**Deposit Paid:** \$ \_\_\_\_\_

**Balance Due by \_\_\_\_\_:** \$ \_\_\_\_\_

***I certify that I have read, understand and accept the conditions set forth in this application (including the attached General Policies for Rental Requests) and agree to this contract, upon acceptance by the Harbor Springs Area Historical Society.***

\_\_\_\_\_  
Authorized Contact Person for the User

\_\_\_\_\_  
Date

Accepted by HSAHS:

\_\_\_\_\_  
Executive Director, Harbor Springs Area Historical Society

\_\_\_\_\_  
Date