

MCHS RENTAL FEE SCHEDULE AND REGULATIONS

Reservations cancelled within 30 days of scheduled event are subject to a \$25.00 Cancellation fee.

50% deposit and \$100.00 damage deposit is required at the time of reservation.

(Damage deposit will be held & refunded after final approval)

Weddings:

Package A - Rehearsal/Ceremony \$150.00
 Package B - Rehearsal, Ceremony & Reception \$250.00

Receptions \$ 75.00

Electricity outside \$ 25.00

Non-Profit Organization \$ 40.00

Governmental Organizations(Multiple meetings) \$100.00

Service Groups \$ 40.00

NOTES:

OPEN: _____

CLOSE: _____

Representative/Organization: _____

Phone: _____ Address: _____

City: _____ State: _____ ZIP: _____

Event Date: _____ Time of Use: _____

Estimated Attendance: _____ Actual: _____

Description of Event: _____

Space to be Used: _____

***Please enclose a separate check for the damage deposit of \$100.00**

Damage Deposit \$100.00 * (chk# _____ returned on _____)

Rental fees \$ _____

\$20.00 Membership discount \$ _____

Balance Due: \$ _____

Signed (Renter) _____ Date _____

Signed (MCHS) _____ Date _____

Rev. 14 06.22.2016

Continued on back

Madison County Historical Society

815 South 2nd Avenue

Winterset, IA 50273

515-462-2134

mchistory@historyonthehill.com

www.historyonthehill.com

I. GENERAL POLICIES

- A. Use of the facilities must be approved by the Museum Director.
- B. The buildings or complex space may not be used for political, personal or religious fund-raising activities unless approved by Museum Director.
- C. The Madison County Historical Society assumes no liability for any damage to any vehicle or its contents while on the Madison County Historical Complex grounds.
- D. Smoking is **not** permitted on the Madison County Historical Complex.
- E. Nothing may be pinned, stapled or taped to building walls, floor or furniture.
- F. The Bevington-Kaser House is not available for dressing or shelter.
- H. Storm shelter is limited to Zion basement or museum basement.
- I. Activities must be concluded by 10:30pm.
- J. **Do not leave the building until a museum staff member arrives to lock the doors.**

II SCHEDULING

- A. Events will be scheduled and conducted so as not to interfere with daily operations.
- B. If an outdoor event is scheduled and inclement weather develops, inside space may not be available.

III FOOD, DRINK and CLEANUP

- A. Food, drink and food service will be permitted only in designated areas.
- B. Catering of food and beverages is permissible with prior approval. Limited kitchen facilities are available.
- C. **Renters will be responsible for removal of all food, containers, trash and rental equipment at the completion of the event. Kitchen, tables, chairs and floors should be left clean.**
- D. Tablecloths are available for use in the *museum lounge*, but not to be removed from the building. If a tablecloth is lost a \$25.00 charge will be billed to organization representative. If stains should happen, notify museum staff.
- E. It is the responsibility of rental party to set up and clean up including taking down chairs and tables.

Please sign and date below.

I have read and agree to the above policies.

Name: _____ Date: _____