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ROOM RENTAL CONTRACT

Name: _____ Phone: _____
Company: _____ Cell/Work: _____
Address: _____ E-mail: _____
City, ST Zip: _____ Non-Profit: Yes No

EVENT INFORMATION

Date: _____ Event Type: _____
Time: _____ Event is for: _____
(Total time from beginning to end, up to 4 hours.)

of Guests: _____

Rental Charges

Based on 4 (four) hour rental

\$80.00 Historic Living Room
(40 people banquet style/65 people theater style)
\$80.00 Historic Dining Room
(Up to 15 people seated)
\$150.00 Lower Level Conference
(Up to 100 people)

Additional Fees

\$25.00 Set Up Fee per room
\$15.00/hr Each Hour Over 4 Hours
\$20.00/hr Staff Outside of Normal Operating Hours
\$7.00 Per 60" Round Tablecloth
\$10.00 Per Banquet Size Tablecloth
\$15.00 Per Tablecloth for Dining Room Table

****Dish/Kitchen Use Fee:***

Please see additional fee section for list of available items and prices.

RENTAL TERMS

RENTAL STATEMENT:

IN ACCEPTING THE USE OF THE RENTAL FACILITIES WITHIN THE MARATHON COUNTY HISTORICAL SOCIETY'S WOODSON HISTORY CENTER, THE RENTER ACCEPTS THAT THIS IS A HISTORICAL SOCIETY/BUILDING, MUSEUM, AND LIBRARY AND THAT IT WILL BE OPEN TO THE PUBLIC DURING NORMAL OPERATING HOURS. **RENTERS AND THEIR GUESTS ARE EXPECTED TO FOLLOW ACCEPTABLE MUSEUM ETIQUETTE AT ALL TIMES.**

Reservations:

Reservations for your event must be made through the Rental Coordinator at the Marathon County Historical Society's main office.

The rental for the Historic Living Room, Historic Dining Room, and/or Lower Level Conference includes a total of four hours (from set up to finish). Additional hours may be reserved at a fee of \$15.00 per hour.

Payments & Pricing:

1. A 50% down payment of the total rental charges is required at the time the reservation is made with the remaining balance due 30 days prior to the scheduled rental. The date will *NOT* be held unless the down payment is received.
2. Payment is currently accepted in the form of cash or check/money order payable to the Marathon County Historical Society.
3. All listed prices are subject to change and availability. Credit cannot be given for equipment or personnel ordered and not used.

Damage & Refundable Deposit:

The renter assumes all responsibility for any damage as a result of their guests, their staff, volunteers, and/or any individual(s) on or near the facilities and equipment as a result of the renter's use of the facilities and equipment under this contract, other than normal wear and tear.

A \$50.00 refundable damage deposit per room rented is required. The Marathon County Historical Society will retain this deposit if the conditions of this contract have not been met, the area rented has not been properly cleaned, and/or any damage has occurred. This deposit may also be retained if the event exceeds the maximum time allowed. The renter will be invoiced for any costs exceeding the \$50.00 damage deposit. If all the conditions of the contract are met, the damage deposit will be fully refunded and mailed to the renter following the event.

Rental Guidelines:

1. The renter's and their guests, staff, and/or volunteers are asked to stay within the area(s) rented, with the exception of the use of the catering kitchen and restrooms during the rental period.
2. **NO** smoking or open flames of any kind – **NO** exceptions.
3. Exhibit Gallery Access:
 - a. All exhibit galleries will remain open for viewing during normal operating hours.
 - b. For rentals after or beyond normal operating hours, our permanent exhibit will remain open for the first 60 (sixty) minutes of the rental period. Additional galleries and extended viewing time may be available for an additional fee.
 - c. **Food and beverages are not allowed in the exhibit galleries.**
 - d. **Flash photography is not permitted in exhibit galleries.** Commercial use of any Marathon County Historical Society images/photography is not permitted without prior consent.
4. Decorations (with nails, staples, tape, etc.) are not allowed unless previously discussed and approved by the Rental Coordinator of the Marathon County Historical Society.
5. If food is provided with your event, we recommend using a catering service. The catering service should contact the Rental Coordinator at the Marathon County Historical Society to make proper arrangements.
6. *Limited wine or champagne to be used for toasting is allowed on the premises. Hard liquor and red wine are not allowed.* The renter is responsible for obtaining a liquor license if one is required. The Marathon County Historical Society does not provide or sell liquor.
7. Random use of any items/dishes from the catering kitchen is NOT allowed without prior arrangements. Please see additional fee section for listing of items available and prices.

8. Exterior signs used to indicate the location of the event must be previously discussed and approved by the Rental Coordinator of the Marathon County Historical Society. *Use of the Woodson History Center's sign is not allowed.*
9. **NO** political advertising, controlled substances, or firearms allowed on the premises.
10. Entry and stairways cannot be blocked by guests, tables, or decorations per fire codes.
11. Limited parking is available behind the building. ***Parking in the First United Methodist's parking lot is not included in the rental or permitted unless you have made prior arrangements with them.*** They can be reached at (715) 842-2201.
12. During rentals after normal operating hours, only the parking lot entrance will be available for entry and exit for the safety of renters, guests, and staff.
13. The renter is responsible for clean-up of the room immediately following the event, including clearing the premises of all personal items such as decorations (including outside decorations, signs, etc.), papers, food, etc. *The room must be returned to the condition in which it was found.* A Marathon County Historical Society staff member will clear garbage after the event.

Additional Fees:

1. There is a \$15 per hour fee for each hour after the four hours included in the room rental.
2. The normal operating hours of the Marathon County Historical Society are Tuesday – Friday from 9:00 am to 4:30 pm and Saturday – Sunday from 1:00 pm to 4:30 pm. There is a \$20 per hour fee for staff outside of these hours.
3. There is a \$25 fee per room for any set up that the Marathon County Historical Society needs to do before the event. This includes setting up tables, chairs, dishes, tablecloths, moving furniture to accommodate event, etc.
4. There is a charge for dry cleaning of tablecloths rented for the event. The charges are as follows: \$7 each for a 60" round table, \$10 each for a banquet size tablecloth, and \$15 each for tablecloths sized to fit the dining room table. *(Prices subject to change without notice.)*
5. There is a limited supply of dishes, etc. that can be rented at an additional cost for an event. See below for list and pricing:

Coffee Only

| <u>Cost</u> | <u># People</u> | <u>Includes</u> |
|-------------|-----------------|--|
| \$40.00 | 25-50 | Coffee cups w/ saucers 24 or 80 cup coffee maker 2 insulated carafes 2 water pitchers/carafes |
| \$60.00 | 75-100 | Coffee cups w/ saucers 24 and/or 80 cup coffee maker 4 insulated carafes 4 water pitchers/carafes |

Meals

| <u>Cost</u> | <u># People</u> | <u>Includes</u> |
|-------------|-----------------|--|
| \$85.00 | 25-50 | Place Settings 24 or 80 cup coffee maker 2 insulated carafes 2 water pitchers/carafes |
| \$170.00 | 75-100 | Place Settings 24 and/or 80 cup coffee maker 4 insulated carafes 4 water pitchers/carafes |

*Place settings include plate, flatware, bowl, & coffee cup w/ saucer.

Additional Items

\$20.00 For use of serving spoons, creamers, vegetable dishes, punch bowls, and/or extra insulated carafes or water pitchers/carafes.

Cancellation:

The Marathon County Historical Society retains the right to cancel this contract with written notice at any time for the following reasons: misrepresentation of the event, any payments returned by bank for insufficient funds, threats of violence towards historical society employees, theft or damage of rental facility property, and/or failure to abide by the terms and conditions of this rental contract. Cancellation by Marathon County Historical Society for any of the above reasons will result in the loss of the entire rental amount.

In the event of a cancellation by the renters, written notification must be received 90 days prior or more to the event to qualify for a refund. The Marathon County Historical Society will retain the 50% down payment and refund any amount over the 50% down payment that has been paid if written notice is received less than 90 days. If written notice of the cancellation is received less than 2 weeks prior to the scheduled rental, the Marathon County Historical Society will retain 100% of the rental charges. (In all circumstances, the refundable damage deposit will be returned.)

Summary of Rental Charges

- Room(s) Rented:** Historic Living Room (\$80)
- Historic Dining Room (\$80)
- Lower Level Conference (\$150)

Room Rental Charges:

Set-Up Fee per room (\$25): _____

Additional Fees

_____ Hours over 4 hours @ \$15/hr: _____

_____ Hours beyond normal operating hours @ \$20/hr: _____

_____ Round Tablecloths @ \$7 each: _____

_____ Banquet Tablecloths @ \$10 each: _____

_____ Dining Room Tablecloths @ \$15 each: _____

Dish/Kitchen Use:

- Coffee for 25-50 (\$40)
- Coffee for 75-100 (\$60)
- Meal Settings for 25-50 (\$85)
- Meal Settings for 75-100 (\$170)
- Additional Items (\$20)

Subtotal: _____

Less 10% Member/Nonprofit Discount: _____

Refundable Damage Deposit (\$50 per room): _____

TOTAL RENTAL CHARGES: _____

I understand and agree to the terms of this rental contract. I also understand that noncompliance to the terms and guidelines, failure to clean-up after my event, and/or damage incurred to the Woodson History Center or grounds is my responsibility. Noncompliance will result in no less than a \$50.00 penalty and will be withheld from the damage deposit already paid. It will be the Marathon County Historical Society attendant's recommendation as to whether the deposit will be refunded.

Signature of Responsible Party

Date

PAYMENTS

Date: _____
 Amount: _____
 Check #: _____
 Received By: _____
 Balance: _____

Date: _____
 Amount: _____
 Check #: _____
 Received By: _____
 Balance: _____

Date: _____
 Amount: _____
 Check #: _____
 Received By: _____
 Balance: _____