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## DINING 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 3 hours) # of Guests: \_\_\_\_\_

### RENTAL CHARGES

Based on 3 (three) hour rental and maximum 16 guests.  
\$500.00

**Additional Fees:** \$50/Hr Each hour over 3 hours  
\$5/Person Yawkey House Museum Guided Tour

***The dining room is not for rent when the Yawkey House Museum is open for tours.***

### RENTAL TERMS

#### RENTAL STATEMENT:

IN ACCEPTING THE USE OF THE DINING ROOM OF THE YAWKEY HOUSE MUSEUM, THE RENTER ACCEPTS THAT THIS IS A HISTORICAL BUILDING AND MUSEUM. **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 dining room is not available for rent when the Yawkey House Museum is open for tours. The museum is available outside of the normal operating hours of Tuesday – Friday from 9:00 am to 4:30 pm and Saturday – Sunday from 1:00 pm to 4:30 pm (closed holidays).

The rental of the Yawkey House Museum's dining room includes a three hour time period and use of the catering kitchen. Additional hours may be reserved at a fee of \$50.00 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.

In addition, a \$100.00 refundable damage deposit 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. 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 dining room, with the exception of the use of the catering kitchen and bathrooms.
2. **NO** smoking or open flames on the premises – **NO** exceptions.
3. If food is provided with your event, we recommend using a catering service. The catering service should contact the Marathon County Historical Society's Rental Coordinator in advance to make proper arrangements.
4. *Limited wine or champagne to be used for toasting is allowed on the premises. Hard liquor and red wine are not allowed. All dishes and silverware must be supplied by renter or caterer. The renter is responsible for obtaining a liquor license if one is required. The Marathon County Historical Society does not provide or sell liquor.*
5. Restrooms are available in the basement of the Yawkey House Museum and also in the Carriage House.
6. Up to 16 chairs will be set around the dining room table. Due to the fragile condition of the original Yawkey dining room chairs, substitute chairs will be used. Chair covers may be desired, but are not provided.
7. The Marathon County Historical Society will provide a table pad and tablecloth for the event. Table settings and decorations, etc. must be discussed with the Rental Coordinator prior to the event.
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 Marathon County Historical Society's sign is not allowed.*
9. The renter is responsible for clean-up of the dining room, catering kitchen, and restroom areas immediately following the event, including clearing the premises of all personal items such as papers, food, etc. *The dining room, catering kitchen, and restrooms must be returned to the condition in which it was found.* A Marathon County Historical Society staff member will clear the garbage after the event.
10. Parking is available in the Yawkey House Museum driveway for the renter and caterer only. Street parking is available for guests. There is limited parking behind the Woodson History Center. ***Parking in the First United Methodist's parking lot is not permitted unless you have made prior arrangements with them.*** They can be reached at 715-842-2201.
11. **NO** political advertising, controlled substances, or firearms allowed on the premises.

**Additional Fees:**

1. There is a \$50 per hour fee for each hour after the three hours included in the dining room rental.
2. A \$5.00 per person fee to have museum attendant tour guests through the house. This must be scheduled before the event.

**Cancellations:**

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**

Rental Charge: \$500.00

**Additional Fees**

\_\_\_\_\_ Hours over 3 Hours @ \$50/Hr: \_\_\_\_\_

Tour of \_\_\_\_\_ People @ \$5/Person: \_\_\_\_\_

**Subtotal:** \_\_\_\_\_

*Less 10% Member/Nonprofit Discount:* \_\_\_\_\_

Refundable Damage Deposit: \$100.00

**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 Yawkey House Museum grounds or Carriage House 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: \_\_\_\_\_