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GARDEN 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: _____

Rehearsal/Preparation (1 hour time period day before event)

Date: _____ Time: _____

RENTAL CHARGES

Based on 3 (three) hour rental and maximum 150 guests.

<u>Fee:</u>	<u>Up To:</u>
\$400.00	25 Guests
\$450.00	75 Guests
\$500.00	100 Guests
\$550.00	150 Guests

Additional Fees: \$50/Hr Each hour over 3 hours
 \$20/Hr For staff outside of normal operating hours

RENTAL TERMS

Rental Statement:

In accepting the use of the garden and carriage house of the Yawkey House Museum, the renter accepts that this is a historical building/garden and museum. Also that the Yawkey House Museum will be open to the public during normal operating hours for tours. 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 Yawkey House Museum Gardens includes a three hour time period and access to the Pierce-Arrow Room of the Carriage House. An additional one hour time period used for rehearsal or preparation time can be scheduled for the day/night before the scheduled rental. Any additional hours beyond these may be reserved at a fee of \$50.00 per hour. *Any change in the number of guests for an event will void original contract and require that a new contract be signed.*

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. **NO** smoking or open flames on the premises – **NO** exceptions.
2. Rehearsal or preparation time for the event of up to one hour may be scheduled the day before the event. *If this is scheduled outside of normal operating hours of the Marathon County Historical Society and a staff member is required, there will be additional charges (see additional fees section).*
3. Restrooms are available in the Carriage House and may be used for the event. If the event is held during normal operating hours, additional restrooms are available across the street at the Woodson History Center.
4. The Marathon County Historical Society can provide chairs for 25 or fewer guests. For events with more than 25 guests, the renter is responsible for the rental of all chairs from a rental company.
5. Two 8' long rectangular tables can be provided for use in the Carriage House, if requested at least one week prior to the event.
6. Event accessories, including arches, platforms, and awnings are not allowed unless previously discussed with the Rental Coordinator of the Marathon County Historical Society. Runners should be cloth and should be placed just before and removed immediately following the event. *NO confetti, rice, or bird seed is permitted. Nails, staples, tape, or chains are not allowed anywhere on the grounds.*
7. There is a space on the east side of the Carriage House for a tent. The tent must not exceed 20' x 20'. Please confer with the Marathon County Historical Society's Rental Coordinator for procedures.
8. Electricity is available if needed. Portable CD/MP3 players may be used for music during the event. Live music is also acceptable providing it is easily portable (i.e. string quartet, small ensemble). *NO* amplified music or heavy music equipment is allowed.
9. 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.

10. *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.
11. 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.*
12. The renter is responsible for clean-up of the Gardens, Carriage House, surrounding grounds, and restroom areas immediately following the event, including clearing the premises of all personal items such as decorations, papers, food, etc. *The Gardens, Carriage House, surrounding grounds, 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. **NOTHING IN THE GARDEN MAY BE MOVED (BENCHES, PLANTERS, ETC.)**
13. Parking is available in the Yawkey House Museum driveway for the renter 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.
14. **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 garden 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. The Yawkey House Museum Garden Photography fee of \$50 is waived due to the rental of the Gardens.

Inclement Weather Policy:

In case of rain or other inclement weather, the renters must have other arrangements made to accommodate their event. There will be **NO** refunds, in the event that this happens. However, across the street at the Woodson History Center, there are rooms available that you may rent as an alternative setting. Please see the Woodson History Center room rental contract or brochure for more information.

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

Up to 25 Guests \$400.00
Up to 75 Guests \$450.00
Up to 100 Guests \$500.00
Up to 150 Guests (maximum) \$550.00

Additional Fees

_____ Hours over 3 Hours @ \$50/Hr: _____
_____ Hours Beyond Normal Operating Hours @ \$20/Hr: _____

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: _____