

Rental Agreement

This Agreement entered into by and between Macoupin County Historical Society (MCHS) and the undersigned “Renter” agrees to the following terms:

1. **Venue/s** – Located on the grounds of the Macoupin County Historical Society,
920 W Breckenridge, Carlinville, Illinois 62626, (217) 854-2850, Patty.mchs@gmail.com
- ☐ Ruyle Building
- ☐ Rural Church
- ☐ One-Room Schoolhouse

2. **Date/s** _____

3. **Time/s** – From: _____ to: _____

4. **Decorating** – All decorations must be cleared with the MCHS before the event. There can be no nails, tacks, glitter, or confetti of any kind. The Venue will be open to Renter for decorating at 8:00 am the day of the event. See 6. Cleaning and Cleaning Deposit.

5. **Restrictions** –

- Food and drink are not allowed in the Home & Museum
- No other area of the Home is to be entered. Photographer and wedding party will enter and exit through the side porch door on the East side of the Home with a MCHS member attending.
- The Home and all buildings are smoke and alcohol free.
- Use of any type of open flame is strictly prohibited; however, battery-operated candles or lanterns are approved.
- No nails, screws, or other fasteners are to be used on trees or building – inside or outside.
- No digging of any kind is permitted on the grounds.
- Parking in designated areas only.
- Driving on grounds permitted for setup and takedown only if grounds are dry enough to permit.
- All trash and paper materials must be cleaned up from the grounds or buildings at the end of the event and disposed of properly.
- The use of horse-drawn vehicles or other types of conveyances as part of the activities are permitted only if grounds are dry enough to drive over without leaving ruts.

- Do not exceed the maximum capacity of any MCHS buildings.
- Any tables and chairs may be repositioned to meet the needs of your event but must be returned to original, pre-event positions.

6. Cleaning Deposit – A deposit of \$100 is required at time of signing. Renter will clean the Venue to its original condition at the end of the event to receive a refund of said deposit. If the Venue is not returned to its previous condition or damage has occurred, the \$100 deposit is forfeited.

7. Payment of Fees – Payment is due at signing of the Venue. A 50% refund will be returned to Renter if cancelled with 90 days of event. Payment is non-refundable after 30 days prior to the event.

8. Indemnification – Renter is liable for his/her actions and those of his/her guests.

9. Event Staff – MCHS will open buildings at 8:00 a.m. on day of event and will assist the Renter in matters pertaining directly to maintenance and operation of the Venue during event, including decision regarding allowing vehicles on MCHS grounds.** One MCHS member must be present inside the Home & Museum if photos are taken on Home stairway.* Please note event staff is not responsible for assistance in decorating, greeting guests, or directing the event.

10. Liability – The Renter will not hold Macoupin County Historical Society liable for injury, loss, or damage during time of event.

11. Special Provisions – Must be approved by MCHS Board of Directors and may incur additional fees to be determined by the Board.

Total Amount Due – \$ _____

☐

Cash

☐

Check

#

☐

Card

AGREED UPON BY –

Renter Name (Print) _____

Renter Signature _____

Date _____

MCHS Representative Name (Print) _____

MCHS Representative Signature _____

Date _____

Renter Contact Information –

Name _____

Address _____

Phone _____

Email _____