



Museum Rental Agreement

Today's Date: _____ Date(s) of Event: _____

Renter Name: _____

Address: _____

Phone(s): _____ Email: _____

Best time/method to contact renter: _____

Desired Museum Room(s) Reservation (select all that apply):

____ Member's Lounge ____ Kitchen ____ Café/Dining Room ____ Other: _____

Type of Event: _____ Organization: _____

Number of Guests: _____ Event Starts: _____ Event Concludes: _____

Note: All events must end by 10:00 PM

Catering: YES NO Caterer Name: _____

Caterer Address: _____ Phone: _____

Important: Review full policy regarding the consumption of alcohol on the Museum premises.

RENTAL FEES (4 hour minimum):

\$250 per room (conference or dining rooms); additional \$50 for kitchen use during event

All rentals require \$100 security deposit; Additional time billed at \$50 per hour

Deposits must be paid in full when this document is signed. Rental fees must be paid in full two weeks prior to the event. The deposit is returned in full, upon inspection, within two weeks after the event. If legal proceedings are required to enforce the terms of this agreement and the client is found to be in violation thereof; the client shall pay all of the attorney's fees and expenses incurred in such proceedings and all damages which result from the client's breach of this agreement.

There will be a \$50 charge of non-sufficient funds of checks plus any applicable bank fees. **I agree to the guidelines and information stated here and in the Rental Policy.**

Renter Signature: _____ Date: _____

CLHA Representative Signature: _____ Date: _____

Deposit Received (amount): _____ Rental Fee Received (amount): _____

Form of Payment: _____ Deposit Returned (amount & date): _____



Museum Rental Policy

Thank you for your interest in holding your event in The Museum at Lassen’s Resort operated by the Cedar Lake Historical Association (CLHA). The property is available for rent from May 1st through September 30th. Additional dates may be available in April or October and must be requested at least 30 days in advance. This agreement is for the rental of the CLHA facilities only. Other events may be taking place on the Cedar Lake Town Grounds Complex during your event. Please contact the Town of Cedar Lake regarding the auxiliary events schedule.

Cancellation: In the event of cancellation, CLHA will try to accommodate an alternate reservation date. If an alternate date is not agreed upon, a **\$100 cancellation fee** will be assessed if CLHA is not notified at **least 30 days prior** to the rental date on the agreement. _____ Renter Initial

Catering: You may choose the caterer of your choice for the event. Food must be prepared offsite in an approved/licensed kitchen facility. No alcoholic beverages may be consumed or brought onto the premises at any time. CLHA will not be responsible for any persons injured or causing injury to others due to consumption of alcohol or otherwise.

In recognition of the historic, irreplaceable nature of the museum building, **no open flames** of any sort are permitted on the premises, including but not limited to sterno burners and candles. **No outdoor cooking is allowed within 150 feet of the building.** _____ Renter Initial

Cleaning Expectations: All trash is to be picked up, placed in trash receptacles, and then removed from the premises upon conclusion of the rental. The dumpster is located in the park across from the town hall parking lot. All tables and chairs are to be returned to the museum conference room. **If trash is not removed from the building, a \$100 cleaning fee will be assessed.** _____ Renter Initial

Damage: Damages occurring to the property and/or furnishings of CLHA by a client or his/her guests are the responsibility of the client. CLHA reserves the right to inspect and control all functions held on the premise. If management or security deems anything inappropriate, it holds the right, at any time, to demand that the activity be stopped or the event be terminated. Children must be supervised at all times.

Decorations: Clients are not permitted to affix anything to the walls, floors, ceilings or porch with nails, tacks, staples, tape, or glue. The museum and porch must be cleared of all decorations, flowers, and balloons immediately following the event. Confetti, rice and birdseed are not allowed anywhere on the premises. **Under no circumstances are candles, flames, sparklers, etc. of any sort permitted within 150 feet of the building.** Violation of this policy will result in the immediate termination of the event.
_____ Renter Initial

Entertainment: It is the obligation of the client to inform the entertainer of the vacate time. The entertainer must call CLHA to make arrangements for set-up. All events must end by 10:00 PM.

Holding Dates: If you wish to hold any date, the maximum time held will be one week from the date of your walk-through. If your signed agreement and deposit is not made within that time period the date will be released.

Kitchen Facilities: The refrigerator-freezers have limited capacity. Please notify CLHA in advance if you require use for temporary storage during your event. Stored food or beverages must be cleared at the end of the event. **The \$100 cleaning fee will be assessed for disposal of leftovers.** _____ Renter Initial

Liability: CLHA will not be responsible for any personal injury or death or lost, stolen, or damaged items. For security, safety, and liability reasons, no guests are allowed in the basement, second floor, office, or museum exhibit rooms during an event unless special arrangements have been made 30 days prior to the event date. CLHA is not liable for any acts of God. The client assumes responsibility for any damage to the property and/or furnishings of CLHA. All events where the majority of guests will be under the age of 18 must have an adult present for every seven (7) young people. An additional security deposit of \$100 may be required. **If the police are called for any reason to any event, the entire security deposit will be forfeited.** _____ Renter Initial

Museum Tours and Exhibitions: Museum tours may be taking place if your event is scheduled during CLHA's advertised hours of operation. In recognition of the historic, irreplaceable nature of the museum objects, use and handling of museum displays and artifacts is strictly prohibited. **The security deposit will be forfeited and additional damages may be collected if exhibitions are found to be broken or vandalized after the conclusion of an event.** _____ Renter Initial

Parking: Guest parking is available in any public parking space in the Cedar Lake Town Grounds Complex, including the gravel lot to the east of the town hall parking lot.

Payment: Security deposits must be paid in full when the agreement is signed. The event date is not guaranteed until the deposit is received. The rental fee must be paid in full two weeks prior to the event. The security deposit is returned in full, upon inspection, within two weeks of the completion of the event. Payments should be made to Cedar Lake Historical Association and can be received in person with advance notice or mailed to P.O. Box 421, Cedar Lake, IN 46303. **There will be a \$50 charge of non-sufficient funds of checks plus any applicable bank fees.** _____ Renter Initial

Photographers: Photographers, videographers, and musicians are the responsibility of the client and subject to the policies of CLHA. Photo sessions before or after the scheduled event must be cleared at least 30 days in advance with CLHA and will carry the applicable hourly fee.

Prohibited Use: The facility may not be used for personal profit. Fundraisers for non-profit organizations are permitted with advance notification. However, admission fees or event proceeds for something other than a not-for-profit organization require CLHA permission. Animals are not permitted inside the museum.

Room Set-up: Facility set-up can be accommodated for **up to 75 people** and must take place within the pre-determined rental times on the agreement. No early set-up or late teardown is allowed unless noted

in the rental agreement. Room capacities for seating at tables are: dining room, 40 persons; conference room, 25 persons; lobby, 10 persons. These capacities are set by the fire code. Violation of this policy will result in the immediate termination of the event.

CLHA has 5 qty. 8-foot rectangular tables, 5 qty. 30x40 inch rectangular tables, and 50 blue leather chairs for use in the conference room, lobby, or porch only. The green leather/wood chairs and brown tables MUST remain in the dining room. Additional tables and chairs may be brought in to the dining room, but cannot exceed the fire code as noted above. CLHA tables and chairs are not to be used in the lawn. Use of the museum lobby for food, seating, dancing, reception, etc. must be cleared by CLHA at least 30 days in advance and requires further fire code explanation during a walk-through. CLHA must be informed of any additional tables, chairs, tents, and music that will be brought in for the event and are provided at the expense of the client. The client and/or caterer must provide linens and table service. CLHA furnishings may be moved with advance request.

Smoking: The museum, including the porch, is a smoke-free facility. The designated smoking area is the gravel parking lot to the east of the town hall parking lot. **Absolutely no smoking is permitted within 150 feet of the building and porch.** _____ Renter Initial

Vacate Times: All functions have a vacate time designated in advance and noted on the agreement. Evening functions must conclude at 10:00 PM. The client is to call the assigned contact person when they are ready to leave the premises so that the building may be inspected and locked. CLHA will provide the client with a contact person and telephone number.

Ventilation: Museum windows are not to be opened for any reason. If the heater/air conditioning unit in the conference room is in use, the conference room doors must remain closed.

Weddings: A wedding ceremony may be performed in the Cedar Lake Town Grounds Complex (inclusive of the museum lawn, adjacent gazebo, beach, or picnic shelter) with advance reservation through the Cedar Lake Town Hall for an additional fee. Use of the museum solely for the bride and her attendants to dress prior to a wedding ceremony on the town grounds is subject to the standard CLHA rental fees. Museum tours may be taking place if your event is scheduled during CLHA's advertised hours of operation. _____ Renter Initial

FOR MY EVENT AT THE CEDAR LAKE HISTORICAL ASSOCIATION, WE WILL NOT SERVE ANY ALCOHOL. WE UNDERSTAND THAT IF WE DO SO, WE WILL BE SUBJECT TO PROSECUTION BY THE STATE OF INDIANA AND AGREE TO REIMBURSE CLHA FOR ANY AND ALL LOSSES THEY MAY SUFFER BY OUR VIOLATION OF STATE LAW, INCLUDING COURT COSTS AND ATTORNEY FEES.

I agree to the guidelines and information stated here and in the Rental Agreement.

Renter Signature

Date

CLHA Representative Signature

Date