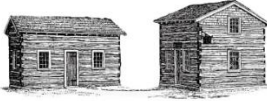


SHELBY COUNTY HISTORICAL MUSEUM



Event Rental Agreement

Event: _____ Date of Event: _____

Time of Event: _____

Name of Renter (Referred to as "Renter"): _____

Address: _____

Telephone: _____ Email: _____

This agreement is made this ____ day of _____, 20____ by and between the Shelby County Historical Museum ("SCHM") and the Renter. The parties hereby agree as follows:

I. Deposit and Payment Information

In order to reserve an event rental date, the Renter must sign this contract and pay the refundable deposit of \$100.00. The remainder of the booking fee is due no less than thirty (30) days prior to the event. If the full payment is not received by thirty (30) days prior to the event, the event is subject to cancelation by the SCHM. A rental reservation will be booked when this Agreement is signed and returned to the SCHM along with all applicable fees. The Renter agrees to comply with all terms, conditions, and requirements outlined in this Agreement.

Booking Fee: \$40 for SCHM Members/\$100 for non-members

Amount Paid: _____ Date Paid: _____ Staff Initials: _____

The deposit will be returned at the conclusion of event cleanup following an inspection of the rental space conducted by a SCHM staff member, provided all terms of the agreement are satisfied.

All fees and charges are used to support the Shelby County Historical Museum's mission to preserve and share the history of rural Iowa.

II. Types of Events

All events are expected to harmonize with the character and mission of the SCHM. The SCHM will remain open during posted hours and events must not interfere with the operation of the museum. The SCHM reserves the right to refuse to make its facilities

available to a prospective renter for any use it deems inappropriate, at its sole discretion.

III. Time Limitations

The rental period will last for three (3) hours. Setup may begin one (1) hour before the event and cleanup must not last more than one (1) hour. Setup and cleanup outside of the preapproved times must be approved in writing by a SCHM staff member. All items must be removed immediately after the event unless approved in writing by a SCHM staff member. Any items left beyond more than 24 hours after the end of the event without the written approval of a SCHM staff member will become the property of the SCHM and may be donated or discarded without any liability to the SCHM.

IV. Food and Beverages

It is the Renter's responsibility to hire a properly licensed caterer and/or beverage provider to ensure all guests being served alcoholic beverages are of legal drinking age. The caterer and/or beverage provider must provide a certificate of insurance for general and liquor liability and name the SCHM and the City of Harlan as an additional insured. It is the responsibility of the Renter to ensure that all city and state laws are adhered to regarding the use of alcoholic beverages.

The Renter may use the kitchen space if desired. The Renter is responsible for the thoughtful and careful use all appliances including the stove/range, refrigerator, and the microwave. The Renter will be held liable for any damages resulting from improper use.

All food and beverages must remain in the event space and are not allowed in the SCHM's exhibits, Viewable Collection Storage, or Research Center without the express written approval of the SCHM Executive Director.

V. Decorations

To protect the SCHM's exhibits and collections, the SCHM retains the right to refuse the admittance of any decorations that it deems a threat. The following items are prohibited inside the SCHM: including but not limited to fog/haze machines, glitter, rice, confetti, bird seed, candles, torches, and sparklers.

Exhibit parts and collection items cannot be moved or have anything draped over and/or attached to them, particularly using adhesives and/or staples. All decorations must comply with fire safety code.

Live animals, except for trained service animals, are not permitted inside the SCHM for any reason.

Any person whose behavior threatens SCHM exhibits or collections will be asked to leave the premises.

VI. Provided by the SCHM

The SCHM can provide tables, chairs, tablecloths, PA system, a projector, and an electrical supply upon request. These items must be returned in the condition in which they were provided.

VII. Galleries, Exhibitions, and Collections

Event attendees are encouraged to view the SCHM's exhibits and Viewable Collection Storage as available.

No activities outside of normal museum behavior (as determined by SCHM staff) will be allowed in the exhibits, Viewable Collection Storage, or the Research Center.

The SCHM is a non-smoking facility. The use of e-cigarettes and/or vaping products is expressly forbidden.

VIII. Indemnification

The Renter agrees to indemnify and hold harmless the SCHM, its employees, officers, directors, and agents from any damages, actions, suits, claims, or other costs (including reasonable attorney's fees) arising out of or in conjunction with damages to property, injury caused to any person (including death) caused by the Renter's use of the SCHM. This will include any acts or omissions on the part of the Renter, its employees, officers, directors, independent contractors, or other agents. Renter shall notify the SCHM of any damage or injury of which it has knowledge in or near the SCHM space, regardless of the cause of such damage or injury.

The individual or group entering into this agreement will be held liable for any damages to the museum building and/or collections in excess of the deposit.

By signing this Rental Agreement, the Renter certifies that they have read, understood, and agree to comply with all terms and conditions of this agreement.

Renter's Signature: _____ Date: _____

SHCM Staff Member: _____ Date: _____