

## **Plymouth Historical Museum Meeting Room Rental Policy**

Thank you for considering the Plymouth Historical Museum (“PHM”) as a location to hold your event. We are very proud of our museum and the excellent facilities we have to offer. We are pleased to offer our lower level meeting room for business meetings, conferences, receptions, dinners and other events. Please note that rentals may not interfere with the normal public operation of the PHM and are subject to its policies and procedures. Please note that the meeting room may not be available on certain holidays.

### **Terms and Conditions:**

1. Events at the PHM must be social, cultural, recreational, corporate, educational, or personal in nature. The PHM cannot be used by for-profit organizations for commercial events; or for political events of any nature. Renting the meeting room for an event does not entitle the renter access to, or use of, the PHM building or its collections, either on the lower or upper level, unless prior arrangements have been made as part of the Meeting Room Rental Application and Agreement.
2. The PHM reserves the right to refuse rental to individuals, organizations or events that discriminate because of an individual's religion, race, color, national origin, age, sex, marital status, or disability, or in any other way that would constitute a violation of the Michigan Civil Rights Acts, Public Acts 220 and 453, as amended.
3. Set-up and clean-up of the room are the responsibility of the renter; please notify PHM at the time of rental if you require advance arrangements for setting up.
4. A PHM representative will be on the premises at all times during the event.
5. NO SMOKING ALLOWED on PHM premises.
6. NO ALCOHOL CONSUMPTION is allowed during any room rental without prior approval from PHM staff.
7. Renting Party and guests are responsible for any damage that occurs to PHM property during the time of your scheduled function and in the area where your function is held.
8. PHM accepts no responsibility for accidents or injuries to visitors (see “Liability Waiver/Indemnification Agreement.”)
9. Any clean-up necessary at the end of the function must be completed by the renting party during the rental period and will be the responsibility of the person(s) who sign the contract. The cost for extraneous clean-up done by PHM staff is the responsibility of the person(s) who sign the contract, and may be deducted from the security deposit, at the rate of \$50.00 per hour.

**Fees (personal or business checks and credit cards accepted):**

Room Rental:	Base rate: \$100.00 per hour Evenings (5-10 pm): \$200 first hour; \$100 each additional hour Nonprofit groups: \$125.00 for 4 hours
Computer Equipment:	Use of Museum's laptop and/or projector: \$50.00
Museum Tour:	Additional fee of \$5.00 per person
Deposit:	One-half total fee (including room rental, equipment use, and museum tour) due when Agreement is signed
Final Payment:	Due one week before Event
Security Deposit:	\$100.00

**Cancellation Policy**

In the event of cancellation, fee payment and the security deposit shall be refunded on the following basis:

30 Days Notice or More: Full Refund

14 to 30 Days Notice: Forfeiture of security deposit. Refund Payment of Fees Only.

Less than 14 Days Notice: Forfeiture of all fees and security deposit.

Note: The application form, liability waiver/indemnification agreement, and meeting room rental agreement must be signed, and all required payments made, the earlier of 30 days before the event or within two Museum business days of making the reservation.

Date of reservation \_\_\_\_\_

Name \_\_\_\_\_

**Liability Waiver/Indemnification Agreement**

I have received, read, understood, and agree to comply with the Plymouth Historical Museum Meeting Room Rental Policy, including terms and conditions for rental use, the fee schedule and cancellation policy. I have completed the Meeting Room Application Form.

I hereby fully release and discharge the Plymouth Historical Museum, its directors, officers, agents and employees from any and all claims from injuries, including death, damage or loss, that may arise or that may be alleged to have arisen out of, or in connection with the contracted event at the Plymouth Historical Museum.

I further agree to indemnify and hold harmless and defend the Plymouth Historical Museum, its directors, officers, agents and employees from any and all claims resulting from injuries, including death, damage or loss, including, but not limited to the general public, that may arise or may be alleged to have arisen out of, or in connection with the contracted event.

**Renting Party(s)**  
***(INDIVIDUAL):***

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Signature**

**Date:** \_\_\_\_\_

***(CORPORATION or BUSINESS):***

\_\_\_\_\_

**Print Name of corporation, business**

**By:** \_\_\_\_\_

**Signature**

**Its:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Meeting Room Application Form

**Contact Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone (home/work/cell):** \_\_\_\_\_  
**Alternate Phone (h/w/c):** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_  
**Best time/method to contact:** \_\_\_\_\_

**Group/Company:** \_\_\_\_\_

**NonProfit?** \_\_\_\_\_ If yes, attach copy of tax determination letter

**Type of Event:**

\_\_\_\_\_  
\_\_\_\_\_

**Preferred Date:** \_\_\_\_\_ **Alternative Date(s):** \_\_\_\_\_

**Preferred Time:** From \_\_\_\_\_ .m to \_\_\_\_\_ .m

**Estimated number of guests:**

Adults:

Ages 10-18:

Under 10:

Are you interested in Museum tour?

Are you interested in using the Museum's computer equipment?

**Deposit (please make 2 separate checks, payable to "Plymouth Historical Museum"):**

½ Room Rental Fee \$ \_\_\_\_\_

Security Deposit \$100.00\*

**Total Deposit:** \$ \_\_\_\_\_

\*will not be cashed and will be returned if room is left in same condition you found it in.

## Meeting Room Rental Agreement

This Agreement is between the Plymouth Historical Museum (“PHM”) and \_\_\_\_\_ (“Renting Party”).

PHM agrees to rent its meeting room to Renting Party, and Renting Party agrees to pay for the meeting room, for the date(s) and time(s) set forth in the Meeting Room Rental Application.

Renting Party has received, read, and understood, and agrees to abide by, the Plymouth Historical Museum Meeting Room Rental Policy, including terms and conditions for rental use, the fee schedule, cancellation policy and Meeting Room Application Form. Renting Party has received, read, understood, signed and agrees to abide by the Liability Waiver/Indemnity Agreement.

### Plymouth Historical Museum:

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Renting Party(s) (INDIVIDUAL):

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_

*(CORPORATION or BUSINESS)*

\_\_\_\_\_  
**Print Name of corporation, business**

**By:** \_\_\_\_\_  
**Signature**