



LAKE COUNTY HISTORICAL SOCIETY
415 RIVERSIDE DRIVE PAINESVILLE TOWNSHIP, OHIO 44077
440-639-2945 www.lakehistory.org

DATE: _____

RENTAL CONTRACT

Lake County Historical Society Representative on site: _____

Requested Date: _____ Start time _____ End Time _____

(Includes set up and clean up time)

Event sponsored by: ___ Individual ___ Business/Organization (___ Non-Profit ___ Gov't)

Contact Person:* _____

Business/Organization _____

Name _____

Address: _____ City: _____

Zip: _____

Phone: _____

Email: _____

Cell: _____ Fax #: _____

*** Contact person must be responsible party for the event and must be present on the day (s) of the rental.**

EVENT INFORMATION: *

Event: _____

Anticipated Attendance: _____

(Please include children. Actual Attendance may not exceed room capacities)

Event Details: Please Circle:

1. Is this event open to the public? Yes No

2. Will food or beverage be served? Yes No Name of Caterer: _____

Contact number: _____

3. Will alcohol be served? Yes No

If Yes - SECURITY OFFICER MUST BE PRESENT AT THE EXPENSE OF THE RENTER.

4. Other Vendors:

Name: _____ Contact Number: _____

Name: _____ Contact Number: _____

5. Equipment Needs: _____ 6' Tables _____ Chairs

(Indicate number) Other: _____

The undersigned certifies that the use of the Lake County Historical Society site (LCHS) is voluntary, that the undersigned personally has inspected the site, and that he/she assumes all risks and damages to person or property, including theft that may be sustained in or about the LCHS site in connections with its use. In consideration of this use of the LCHS site, the undersigned and the undersigned's successors and assigns (caterers, subcontractors and guests) agree to release, discharge, defend, indemnify and otherwise hold harmless LCHS, its officials, agents and employees from any and all claims and causes of action, including those for injury to any personal property or theft of property, that may arise in or about the LCHS site in connection with its use, regardless of whether such claims or causes of action also include damages, penalties, charges, expenses or reasonable attorney's fees.

It is agreed by the user that this rental agreement is subject to and controlled by the terms and conditions set forth in the above paragraph. By signing this agreement, the user expressly ratifies the terms and conditions contained therein:

Rental Charge \$ _____ Deposit 50% \$ _____ Security Deposit \$200.00 _____
Full refund if reservation is cancelled more than 21 days prior to the scheduled event. If later, 50% Deposit will be kept. Security Deposit returned if no damage.

Signature of Renter:

_____ Date: _____

Signature for the Society:

_____ Date: _____

ALL CHECKS MADE PAYABLE TO: LAKE COUNTY HISTORICAL SOCIETY

The grounds and meeting rooms at the Lake County History Center are available for rental for private parties, non-profits and governmental groups under the following provisions:

1. If rented during regular business hours of the Lake County History Center, rental is not the non-exclusive use of the facilities.
2. A Historical Society staff member must be present at all times during rentals. If the rental occurs during the time that the History Center is open, there is no charge to the renting party for staff presence. If the rental occurs in whole or in part during the hours that the History Center is closed, there will be a \$10.00 per hour staffing/utilities charge for those hours in addition to the base rental fee.
3. Renting party is responsible for all cleanup of the area used in conjunction with this contract (including cleanup of the kitchen, restrooms and cleanup/removal of all trash to the dumpster). Any cleanup that must be done by LCHS staff will be surcharged to the renter on the basis of \$10.00 per hour.
4. Alcohol may be served, however a security officer must be present when alcohol is served. The cost of the officer is the responsibility of the renter.
5. **NO FOOD OR DRINK** may be taken into any part of the museum. All food must be consumed only in the rooms that are rented.
6. **NO SMOKING** in any of the building on the grounds.
7. Use of adhesive tape on painted walls is prohibited.
8. Tents, additional party tables, chairs, etc. are to be obtained at the sole cost of the renter. LCHS cannot guarantee storage facilities for equipment or catering before or after rental events. Tents may be erected no more than one day prior to the event and are to be removed no more than two days after the event. Guidelines concerning location of the tents will be established on a per case basis depending on seasonal or programming requirements by LCHS. All LCHS furniture must remain in the designated areas.
9. LCHS members and Official Business Sponsors of the Lake County History Center receive a 10 percent discount on these established charges.
10. All rentals must end by 10:00PM.
11. Payment is due on or before the day of the event. A security deposit of \$200.00 will be required at the time of the signing of the contract. This deposit will be returned if there are no surcharges following the rental.
12. There will be no subleasing or commercial use or gain. There will be **NO** rentals for any type of political activity.

REFUND POLICY:

Lake County Historical Society will issue refunds for cancelled reservations according to the following schedule:

More than 21 days prior to the scheduled event100%
14-21 days prior to the event50%
7-14 days prior to the eventSorry No Refund

The society is not responsible for inclement weather, the sudden cancellation of events, or other unforeseen happenstance; no refund will be made under these circumstances.

Lake County Historical Society programming takes precedence over any rental at any time.

LCHS Board of Directors or their representative has the final approval on all rental agreements.

For more information or to schedule or to schedule a rental, please call 440-639-2945.