Facility Rental Request and Agreement

The Renter agrees to rent the Museum of Howard County History (‘Museum’) during the stated dates and times, in accordance with the terms of this rental contract. Renter and guests are free to walk around the Exhibit Gallery. The non-smoking space will be available to the Renter during the times stated on the face of this contract only; therefore Renter should include sufficient time for set-up and cleanup. Rental fees are based on a block of time and are inclusive of the set-up and clean-up time.

Check event below. If other, please list.

___Business meeting          ___Wedding/Rehearsal
___Professional group/organization function ___Baby/Bridal Shower
___College group/organization function ___Reception
___K-12 Field Trip            ___Paranormal investigation*
___Concert/Comedy show       ___Birthday party
___Album recording/Music video ___Boy/Girl Scout Gathering
___Other: ___________________________________________________________________

Today’s Date: ____________________

Renters Name: ________________________________________________________________
Organization: ________________________________________________________________ Non-Profit? ________
Address: _____________________________________________________________________
Phone #____________________ Email: ____________________________________

Date and times requested for use of the Museum facilities:
Date: ____________________________ Hours: ____________________________
Will your use of the facility require catering? Yes____ No____
Caterer: __________________________ Telephone# ____________________________
If catering is not used, will you be providing food and/or alcoholic beverages?* ________

By signing this request for rental facilities, the signee agrees to comply with the terms of this agreement and acknowledges having read and understood the terms of this contract and acknowledges that this Rental Contract is binding both on the parties and the organizations they represent.

Signature: ____________________________ Print: ____________________________
Date Signed: ____________________________
Museum representative: ____________________________
Security deposit fee collected: $ ________ Date: ____________________________
GENERAL RENTAL EVENT:
The Museum will provide, if requested, no more than 40 chairs, four pews, two large tables, and one small check-in table. Tours of Exhibit Gallery can also be arranged if requested. Please notify the Museum one week prior to event. All events will be staffed by a Museum employee.

RENTAL DEPOSIT: A **$50** Deposit is due with this form. The Rental Deposit will be deducted from the total cost of the event. Please make check out to Howard County Historical Society and mail to:

*Howard County Historical Society*
*9421 Frederick Road*
*Ellicott City, MD 21042*

**MAXIMUM CAPACITY:** 75 persons – applies to entire Museum grounds, not just Auditorium

**FOOD/DRINK:** Food and Drink are permitted in the Auditorium space but **NOT** in the Exhibit Gallery unless approved by the Executive Director

**CATERING:** Catering is allowed and if alcohol is served, a licensed bartender or other certified and trained person must be provided. Renters are required to obtain their own liquor and catering licenses (if applicable). Underage drinking is not permitted and enforcement is the responsibility of the Renter.

**DJ/Music:** Renter is responsible for providing own DJ, music, musical equipment, speakers and “party lights” if necessary.

**SET-UP:** Access to the facilities for setting up, including Caterers set-up, will be during the hours stated on this rental agreement or as agreed to in advance. Renter is responsible for all set-up and break down. The Museum may request a written schedule for set-up, event, and clean up if deemed necessary.

**CLEAN-UP:** The premises must be left in the condition in which they were found at the beginning of the rental period and will be approved by a Museum Representative. All food, beverages, equipment and rented supplies/furniture must be removed from the premises immediately after each use of the facilities. If rental supplies/furniture is left on or in the premises of the Museum for later pick-up, any damage or loss prior to pick-up is the responsibility of the Renter and not the Museum. Any catering areas used must be cleaned and left in the condition in which they were found. All trash must be removed from the building. Renter must immediately take care of any spillage. If Renter is unable to remove spillage, the HCHSM retains the right to have the area professionally cleaned at the Renter’s expense.

Any damage to facilities, artifacts, and artwork during the rental period, or upon delivery/pick-up/ clean-up/or resulting from any Caterer’s action will be the responsibility of the Renter. This includes damage to walls, floors, fixtures furniture.

**RENTAL FEE:** The total rental fee is determined by the length of the event and is due to the HCHS at time of event. HCHS charges **$75/hour during non-museum hours, $100/hour during museum hours ($65/hour for Non-Profit)**. The fee is considered a tax deductible donation to the Historical Society. Checks are to be made out to the Howard County Historical Society.

**CANCELLATION / REFUND:** If cancellation by either party is **more** than 48 hours before the scheduled use of the Museum, the deposit will be returned. If cancellation by Renter is **less** than 48 hours before scheduled use of the Museum, the deposit will not be returned.

**PARANORMAL INFORMATION:** If renting for paranormal investigation, the Renter can investigate entire Museum grounds, including Exhibit Hall and basement. The Renter reserves the option to also rent the Weir Building located next to the Museum. If Renter decides to rent both buildings, whether for the same night or separate nights, the cost of Weir will be **$50/hour**.