

Berthoud Historical Society Venue Rental Contract

VENUE REQUESTED (Check applicable)

- McCarty-Fickel Home Museum, 645 7th Street, Berthoud, CO 80513
 Outside Event Lawn (Grounds with kitchen and restroom access)
 Inside House (Living Room, Dining Room, Downstairs Conference Room)
- LTV Pioneer Museum Courtyard, 224 Mountain Avenue, Berthoud, CO 80513
 Outside Courtyard (with restroom access)

DATE of rental: _____

GUESTS expected: _____

APPLICANT (person responsible for payment):

Street address: _____

City, state, zip: _____

Daytime phone number: _____ Cell phone number: _____

Email Address: _____

Member/Non-Profit: _____

RENTAL DESCRIPTION:

Meeting Event

Food No Food

Please describe: _____

Beginning at _____ and ending by _____

All rentals end at 7p, and applicant agrees to have clean-up completed and be offsite by 8p.

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Base rental fee _____ (see venue price list)

Additional fees

Inside refundable cleaning fee _____

Hourly fees _____

Tent non-refundable deposit _____

Deposit (required) \$250

Total Fee _____

One half fee due upon contract signing _____

Balance due 30 days before rental date _____

_____ The Berthoud Historical Society (BHS) rental venue buildings are museums, and therefore, our policies reflect the need to preserve and protect the buildings, exhibits and artifacts. *Please remember that you are responsible for the safety and actions of your guests.*

_____ It is hereby acknowledged that applicant has read and agreed to the attached Addendum of Rental Terms governing the rental of museum facilities. Applicant also agrees to hold harmless and indemnify the Berthoud Historical Society for any injury or damages to persons or property resulting from accidents, or other incidents resulting from the use of Museum facilities, and will be held responsible for any compensation to the Berthoud Historical Society and any other parties involved.

Applicant signature

Date

BHS board member signature

Date

Return application and reservation deposit to: Berthoud Historical Society, P.O. Box 225, 224 Mountain Ave, Berthoud, Colorado 80513 Questions? Call 970-532-2147

--For staff use only below--

	Date Due	Rec'd by	Date rec'd	Check #
Reservation deposit	with application	_____	_____	_____
Balance of payment	30 days before event	_____	_____	_____

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ADDENDUM OF RENTAL TERMS

Reservations: A rental date is reserved when the payment of the half the total fee is received together with a signed contract. Reservations made less than one month prior to the event must be paid in full at booking. Checks made payable to the Berthoud Historical Society.

Capacity: The Applicant agrees to no more than 45 guests will be in the museum building at any one time. We can only accommodate 30 people at an inside MFH sit-down event. If the MFH house and grounds are used the capacity is 80 guests. The rental of the Pioneer Courtyard is limited to 125 people. *Note: we only have one bathroom at each location.*

Rental Hours: Rental hours available for both museums are 9am to 7pm; arrangements for the Pioneer Courtyard to remain open until 9pm may be permitted with special permissions. The Conference Room at the McCarty-Fickel House is available by the hour with two hour minimum. Rental fees begin when the first person associated with the event arrives for set up and ends when the last person leaves the site after clean up.

Damage Deposit: A damage deposit of \$250 is required, and will be refunded if there are no damages approximately two weeks after rental date. The tent damage deposit fee is non-refundable.

Payment: Full payment must be received at least 30 days before the event.

Food and Beverages: Food and beverages are not provided by the Museum, however the Applicant can provide their own or arrange for a caterer. The Applicant agrees to ensure that all food and beverages be limited to the first floor or conference room of the McCarty-Fickel Home Museum. Rental fees do not include any catering, tenting or transportation. Limited tables, chairs and table clothes are available. No meal place servings are included. Please check with Museum event coordinator for more information.

Alcohol may be served at private functions only.

NO red wine to be served inside the museum buildings due to the sensitivity of our collections. Please discuss any concerns with the Museum event coordinator.

NO open flames or warmer trays using open flames to be used inside the museum buildings.

NO cooking is permitted in MHF kitchen; limited supplies are available for reheating only.

Venue Parking: There is on-street parking at both facilities. The McCarty-Fickel House has 5 off-street parking spaces available on the north and east side of the home. In addition at MFH there is parking available on the 8th Street lot west of the home with alley access.

Music: To be discussed with Museum events coordinator. Restrictions apply due to the nature of the age of the electrical wiring in the home. Volume is determined by BHS representative.

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Smoking: There is NO smoking or open flames allowed on any of the museum properties including the grounds.

Decorations: The Museum event coordinator must approve any decorations. *Furniture or objects belonging to the museum **may not** be moved or handled without permission of the Museum staff.* No glitter, rice or confetti are permitted at either site. Organic flower petals only maybe thrown on exterior grounds.

Clean up: Applicant is responsible for removing all items brought on site. BHS service includes removal of four extra-large tied trash bags. Kitchen must be left clean. Failure to complete clean up may result in deductions against the rental deposit.

Applicant contact person: This person should be introduced to BHS staff before the event begins and be available during the event to answer questions and make decisions as needed.

Photography: Only photography for personal use is allowed. Any photography that may be later used publicly or commercially must be approved in advance by BHS representation in writing.

Lost or damaged property: The user assumes liability for loss or damage to the Museum property that results from its use of the facility, and agrees to hold the Museum harmless for loss or damage to the persons or property of its members or guests while at the Museum. The user assumes responsibility and liability for illness resulting from the serving of food and drink at the Museum and agrees to hold the Museum harmless.

ADA Access: The McCarty-Fickel Home Museum is handicapped accessible from west side. The Pioneer Courtyard, located at the Little Thompson Valley Pioneer Museum, conforms to the regulations of the Americans with Disabilities Act, including restroom access.

Applicant Will Provide:

- All necessary decorations, supplies, and tools for the event, whether indoors or outdoors
- Additional tables, chairs and table clothes for groups over 45, tenting, PA, and heating for outdoor events
- Set up of tables and chairs; and take down after rental.
- Supervision of children during event

The BHS Museums Will Provide:

- Limited tables, chairs and table clothes (groups of 45 or less)
- Limited extension cords, large trash containers and liners, electrical outlets
- Two or three 20-minute tours at pre-determined times, when arranged in advance.
- Restroom access; use of kitchen for reheating pre-prepared food.

The Museum Will Not Provide:

- Overnight storage of food, decorations, etc.
- Staff to move chairs or tables from one location to another, or set-up/take-down.