

# MCHS RENTAL FEE SCHEDULE AND REGULATIONS

*Reservations cancelled within 30 days of scheduled event are subject to a \$25.00 Cancellation fee.*

**50% deposit and \$100.00 damage deposit is required at the time of reservation.**

(Damage deposit will be held & refunded after final approval)

Weddings:

Package A - Rehearsal & Ceremony \$250.00

Package B - Rehearsal, Ceremony & Reception \$400.00

Receptions \$125.00

Non-Profit/Governmental/Service Group \$ 50.00

**NOTES:**

OPEN: \_\_\_\_\_

CLOSE: \_\_\_\_\_

OFFICE USE ONLY

Representative/Organization:

Phone:

Address:

City:

State:

ZIP:

Event Date:

Time of Use:

Estimated Attendance:

Actual:

Description of Event:

Space to be Used:

**\*Please enclose a separate check for the damage deposit of \$100.00**

Damage Deposit \$100.00 \* (chk# \_\_\_\_\_ returned on \_\_\_\_\_)

Rental fees \$

Balance Due: \$

Signed (Renter)

Date

Signed (MCHS)

Date

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## Madison County Historical Society

815 South 2nd Avenue

Winterset, IA 50273

515-462-2134

mchistory@historyonthehill.com

www.historyonthehill.com

### **I. GENERAL POLICIES**

- A. Use of the facilities must be approved by the Museum Director.
- B. The buildings or complex space may not be used for political, personal or religious fund-raising activities unless approved by Museum Director.
- C. The Madison County Historical Society assumes no liability for any damage to any vehicle or its contents while on the Madison County Historical Complex grounds.
- D. Smoking is **not** permitted on the Madison County Historical Complex.
- E. Nothing may be pinned, stapled or taped to building walls, floor or furniture.
- F. The Bevington-Kaser House is not available for dressing or shelter.
- H. Storm shelter is limited to Zion basement or museum basement.
- I. Activities must be concluded by 10:30pm.
- J. **Do not leave the building until a museum staff member arrives to lock the doors.**

### **II SCHEDULING**

- A. Events will be scheduled and conducted so as not to interfere with daily operations.
- B. If an outdoor event is scheduled and inclement weather develops, inside space may not be available.

### **III FOOD, DRINK and CLEANUP**

- A. Food, drink and food service will be permitted only in designated areas.
- B. Catering of food and beverages is permissible with prior approval. Limited kitchen facilities are available.
- C. **Renters will be responsible for removal of all food, containers, trash and rental equipment at the completion of the event. Kitchen, tables, chairs and floors should be left clean.**
- D. It is the responsibility of rental party to set up and clean up including taking down chairs and tables.

*Please sign and date below.*

**I have read and agree to the above policies.**

Name:

Date: