

Story City Historical Society (SCHS) Rental Information/Agreement

Rental Fee:

\$75 for six hours
SCHS members receive 10% discount

Refundable Deposit:

\$100.00 no food
\$250.00 food/beverage

Bartlett Museum

- Bridal showers
- Weddings
- Meetings

Carriage House Museum

- Corporate meetings
- Lectures/presentations
- Small receptions

Hours

Events scheduled on any day may begin no earlier than 8 a.m. and must conclude by 9 p.m. Exceptions to set hours will be approved by the director.

Reservation Procedures

The use of all rental rooms and spaces are scheduled in advance through the director. Inquiries can be made by contacting Kate Feil, 515-460-1749. Reservations will be made on a first-come basis.

Each scheduled event must have a contact person who will be:

- Present at the event from beginning to end
- Responsible for the behavior and demeanor of the guests
- The spokesperson for the group
- Responsible for any damages incurred during the event

Following an inquiry and booking, a contract will be forwarded for signature.

A SCHS representative will be present during the event.

Deposit

A deposit must be received when your reservation is made. Any deposit amount due to you will be refunded after your event the following calendar month. The deposit is not to be construed as a limit of liability for damage to the museums.

Billing and Payments

A fee is required for use of the space you are renting according to the signed agreement. Payment of the entire fee is due one week prior to the scheduled event. If your fee is not paid on the due date, your deposit fee will be forfeited and the space you were scheduled to use will be opened for new rentals. Acceptable forms of payment are checks (made payable to "Story City Historical Society") or cash.

Cancellation

Cancellations will be accepted provided that notification is given in writing to the director and the deposit returned.

Room Setup

All setup and cleanup times are to be included within the times you reserved the facilities. If additional time is required, prior arrangements must be made through the director. If you exceed the original rental time on the day, additional fees will be charged. All building furniture is restricted for inside use only. One exception is the card tables and chairs could be set up on the brick patio. You are responsible for set up of the card tables and chairs.

Food & Beverage

You are responsible for the food and beverage. Food and beverages are only allowed on the main level of the Bartlett House and on the main level and loft areas in the Carriage House.

Alcohol

SCHS strongly adheres to the laws and regulations of the State of Iowa pertaining to service and the consumption of alcohol. No alcoholic beverages may be brought into the facility by the renter.

Parking

Parking is available on the west side of the Carriage House and on the east side the Bartlett Museum on Grand Avenue.

Equipment/Audio-Video

Approval by SCHS is needed before setting up any audio-visual equipment. All equipment is the responsibility of the client, who will be held responsible for damages incurred. All equipment must be removed and cleaned up promptly upon the conclusion of the event.

Entertainment

The use of live music, as well as sound amplification systems indoors or outdoors must be approved by SCHS.

Smoking

The museums are a smoke-free area.

Decorations

Nothing can be taped, stapled, nailed, tacked, screwed or attached to the walls, windows or ceiling during ANY event. All types of confetti and glitter, or similar materials such as bird seed or rice, are prohibited both indoors and outdoors. Use of candles is prohibited. All decorations must be removed and cleaned up promptly upon the conclusion of the event.

Cleanup

You will be required to leave the museum clean, orderly, and in the same condition it was in upon your arrival. If the facility is left in unsatisfactory condition, your deposit will be retained. Any custodial or damage charges will be deducted from the deposit before it is returned to you. You will be responsible for cleaning table cloths if needed, for putting away of tables and chairs, and removal of trash.

Deliveries

Please do not have items (floral displays, tables decorations etc.) delivered before your scheduled event. All deliveries must be coordinated through the director. SCHS cannot assume any responsibility for items left by the client or caterer.

Authorized Areas

Clients will have access to authorized areas only as specified in the agreement. The client/guests will not have access to office space, basements or attic. Computers, telephones, photocopying and other equipment are not available. The client is responsible for keeping its guests within the rental area. Guided tours of the museum are available during your rental period for any interested parties.

Children

Children are always welcome at the museums. If the child is under 13 years of age, he/she must be under the supervision of a responsible adult at all times.

Animals

Animals are not allowed except for those licensed to assist persons with disabilities.

Wedding Information:

Wedding Rehearsal. Wedding rehearsals are offered one day prior to your event for one hour upon the discretion of the SCHS. All wedding rehearsals are by appointment only and must be scheduled in advance with the director.

Wedding Photography. Rental clients may arrive two hours prior to their reservation time for photography.

Story City Historical Society Rental Agreement

Date of Event _____

Time of Event _____

Type of Event _____

Museum Bartlett Museum Carriage House

Number Attending _____

Client _____

Client phone, address _____

Rental Fee: circle one
\$75 for six hours
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Client

Date

Story City Historical Society Director

Date