

PLEASE COMPLETE AND RETURN TO:  
THE REITZ HOME PRESERVATION SOCIETY, INC.  
112 Chestnut Street • Evansville, IN 47713 • (812) 426-1871

REITZ CARRIAGE HOUSE RENTAL AGREEMENT

RENTER NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (C) \_\_\_\_\_ (W) \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ ACCESS TIME: \_\_\_\_\_ DEPART TIME: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

SET UP OPTIONS:

_____ # of 60" Round Tables (6)	_____ Rounds	_____ U-Shaped
_____ # of Chairs (50)	_____ Classroom	_____ Square
_____ # of 30" x 72" Tables (6)	_____ Theater	_____ Other

Special Arrangements/Notes: \_\_\_\_\_

*(\*Please advise your guests to come to the Reitz Carriage House behind the Reitz Home Museum)*

RENTAL FEES:

Base Fee - **Up to 4 hours from entry to departure:**

Weekdays Mon-Fri 8:00 am - 5:00 pm - \$100 members/\$125 non-members \$ \_\_\_\_\_

Weekends/Evenings 5:00 pm -10:00 pm - \$150 members/\$200 non-members \$ \_\_\_\_\_

Additional Fees:

Each additional hour - \$37.50 \$ \_\_\_\_\_

Staff person \$15 per hour \*during non-museum hours \$ \_\_\_\_\_

Total Rental Fee: \$ \_\_\_\_\_

Less Deposit (\$50 to confirm reservation): \$ \_\_\_\_\_

Balance of Rental Fee (Due 7 days prior to event): \$ \_\_\_\_\_

Renters who cancel an event and wish a refund on their deposit must notify the Reitz Home staff at least 10 days in advance. Please leave the room as you found it. Failure to do so will result in the Reitz Home Preservation Society retaining the deposit. (Parents are responsible for small children)

I, \_\_\_\_\_, have read the preceding information and agreement (page 2) regarding the use of the Reitz Carriage House and agree to utilize the premises of the Reitz Carriage House and/or grounds within the confines of the material contained therein.

\_\_\_\_\_  
Signature - Renter

\_\_\_\_\_  
Signature - Reitz Home Preservation Society

# Reitz Home MUSEUM



**THE REITZ HOME PRESERVATION SOCIETY, INC.**  
112 Chestnut St ♦ Evansville, Indiana 47713 ♦ (812)426-1871 ♦ Fax (812)426-2179

## **REITZ CARRIAGE HOUSE INFORMATION & RENTAL AGREEMENT**

We appreciate your interest in the Reitz Carriage House, hereinafter referred to as the "House." We hope our facility will provide a pleasant setting for your event. The conditions in this agreement are designed for your safety. Please read this carefully and contact The Reitz Home Preservation Society, Inc., hereinafter referred to as the "Society" staff, if you have any questions. Failure to abide by this agreement, any laws or ordinances may result in termination of your contract.

### **ACCOMMODATIONS:**

The House is available for rent by individuals, organizations and businesses of the general public under the conditions stated in this agreement. This facility may be rented for social, professional or business meetings, teas, lectures, workshops, exhibits, meals, recitals, showers, wedding rehearsal dinners, receptions, and other events approved by the Society staff. The facility is normally available for rent seven days a week between 8 a.m. - 10 p.m.

Renters must be at least 21 years of age. Persons under age 21 attending events must be accompanied by adults 21 and older.

Use of the House is restricted to the main meeting room, kitchen and restrooms. Use of the yard and gardens is restricted to the concrete patio area in front of the House, unless special arrangements have been made. The Reitz Home Museum is available for guided tours only.

Per fire code, a maximum of 48 persons may occupy the main meeting room.  
No open flame or flammable materials are allowed inside or outside the premises.  
In summer months, the patio canopy may be utilized to accommodate more people.

A security person authorized by the Society will open and close the facility for renters as well as remain on site during the event. The security person has the authority to terminate the event for just cause. In the event a function is terminated, for just cause, no refund will be granted.

Renters may bring in tables, chairs, audio-visual equipment, food and beverage or freestanding decorations. Nothing may be attached to walls, woodwork, light fixtures or any other feature of the facility. All decorations must be fire proof and of non-flammable material.

Smoking is not permitted anywhere on the property or inside.

The renter is responsible for any property damage or personal injury that might occur during the event. User shall carry, or cause to be carried, general liability insurance in which the Society shall be named as the party assured in limits of not less than \$1,000,000 per occurrence. If alcoholic beverages are to be provided during the function, said general liability insurance should specifically include, without limitation, liquor liability coverage. Such insurance shall be carried with an insurer reasonably satisfactory to the Society, and the User shall furnish the Society with a certificate evidencing that such insurance is in effect prior to the use of the area by the User.

Alcoholic beverages of any kind are not allowed unless provided by a caterer with a valid caterer's liquor license allowing them to serve liquor. The caterer must provide the Society with a certificate of liquor liability. Legal drinking age is 21. Persons under age 21 attending the event must abide by this law. Alcoholic beverages may be served only when food is also served. The Society holds no responsibility for any person consuming any alcoholic beverages while on the premise.

The kitchen may be used to warm, refrigerate and serve food unless otherwise contracted. Coffee urn is available for your use. Renters must provide the condiments and coffee. Any advance delivery arrangements will be made at the discretion of the Reitz Home representative.