

Reitz Home MUSEUM



History • Education • Preservation

CARRIAGE HOUSE RENTAL AGREEMENT

Name: _____ Email: _____

Address: _____ Zip: _____

Phone: _____ Type of Event: _____

Event Date: _____ Start Time: _____ End Time: _____

Number of Guests (Maximum 50) _____

Set Up Options:

_____ # of 60" Round Tables

_____ # of Chairs (Up to 50)

_____ # of Rectangular Tables (30" x 72") (Up to 6)

Special Arrangements/Notes: _____

RENTAL FEES

Base Fee is for 4 Hours

Weekdays Mon-Friday 8:00am-5:00pm \$200 Members*/\$250 Non-Members

Additional Hour: \$50 Per Hour \$40 Clean Up Fee

Weekends/Evenings 5:00pm – 10:00pm \$250 Members*/\$300 Non-Members

Additional Hour: \$100 Per Hour \$40 Clean Up Fee

*Minimum Membership \$100

Renters must pay full rental fee at the time of booking. A credit card number will be held on file to cover any damages.

Cancellation Policy: Cancellations 60 days and over 100% Refund

Cancellations 31-59 Days 50% Refund

Cancellations 30 Days or Less 0% Refund

Alcohol Policy: Alcoholic beverages of any kind are not allowed unless provided by a caterer with a valid caterer's license allowing them to serve liquor. A copy of the license must be presented at least 30 days prior to the event date. Alcohol may be served only when food is also served.

Signature (Must Be 21)

Printed Name

Date: _____

Payment Received by: _____

Reitz Home MUSEUM



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. 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.

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.