Reitz Home MUSEUM



History • Education • Preservation

CARRIAGE HOUSE RENTAL AGREEMENT

Submit completed forms to maddie.mattingly@reitzhome.com

Name: _____ **Email:** _____
Address: _____ **Zip** _____
Phone: _____ **Type of Event:** _____
Event Date: _____ **Start Time:** _____ **End Time:** _____
Number of Guests _____
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		
Base Fee	**$300 Members/$350 Non-Members**	**$**_____
Weekend & Evening Surcharge*	**Add $50**	**$**_____
Additional Hours:	**$50 Per Hour**	**$**_____
	$40 Clean Up Fee	$_____
Alcohol Permit Fee: (See Terms Below)		**$**_____
Non-profit Discount		**$**_____
	TOTAL DUE:	**$**_____

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**

Base Fee: Weekdays Mon-Friday 8:00am-5:00pm
Weekend & Evening Surcharge applies to events held on weekends and/or during evenings 5:00 PM – 10:00 PM.

For Staff Use:

Date: _____ **Payment Received by:** _____

RELEASE

I hereby Release, Waive and Covenant Not to Sue, and further agree to indemnify, Defend and Hold Harmless the following parties: any and all employees and/or representatives providing support for the Event, and each of their respective parent, subsidiary and affiliated companies, officers, directors, partners, shareholders, members, agents, employees and volunteers (individually and Collectively, the "Released Parties" or "Event Organizers"), with respect to any liability, claim(s). demand(s), causes(s) of action, damage(s), loss or expense (including court costs and reasonable attorney's fees) of any kind or nature ("Liability") which may arise out of, result from, or related to the Rental of the Reitz Carriage House. I further agree that if, despite this Agreement, I, or anyone on my behalf, makes a claim for Liability against any of the Released Parties, I will indemnify, defend, and hold harmless each of the Released Parties from any such Liability which any may be incurred as the result of such claim, and do so into perpetuity.

That I have read this waiver of liability in its entirety and agree with its terms. That I have executed the waiver voluntarily and without any inducement. I hereby for myself, my heirs, executors, administrators, or anyone else who might make a claim on my behalf, covenant not to sue, waive, release, and discharge Reitz Home Museum, its owners, operators, employees, agents, and servants from any and all liability, property damage, personal injury, death, disfigurement, or loss of consortium. This waiver extends to any and all claims of very kind or nature whatsoever, foreseen or unforeseen, known or unknown. I further agree to hold harmless, defend, and indemnify Reitz Home Museum, its owners, operators, employees, agents, and servants for any and all causes of action, claims, or lawsuits that may result from the consumption of alcohol on their property.

_____

Signature (Must Be 21 years of age)

Carriage House Rental Agreement

We appreciate your interest in the Reitz Home Carriage House, hereinafter referred to RHCH.
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 Museum staff if you have any questions. Failure to abide by this agreement, any laws or ordinances may result in termination of your contract and cancellation of your event.

ACCOMMODATIONS

The RHCH 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 Reitz Home Museum staff. The facility is normally available for rent seven days a week between 8 am – 10pm. Some exclusions apply, such as holidays, the day prior to a holiday and the day following a holiday.

Renters must be at least 21 years of age. Persons attending the event under 21 years of age must be accompanied by an adult of the age of 21 years or older.

Use of the RHCH is restricted to the main dining room, kitchen and restrooms. Use of the yard and gardens is restricted to the concrete patio area in front of the RHCH entrance door, unless special arrangements have been made. Guided tours of the Museum are available for an additional charge.

The kitchen may be used to warm, refrigerate and serve food unless otherwise contracted. Renters must provide all foods, condiments and serving utensils needed. Any advance delivery arrangements will be made at the discretion of the Reitz Home staff.

Per fire code, a maximum of 50 persons may occupy the main dining room.
No open flame or flammable materials are allowed inside or outside the premises.

A security person authorized by the RHM staff will open and close the facility for renters. A phone number will be provided for any questions that may arise during the rental period. The security person has the authority to terminate the event for just cause. In the event the 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. No open flam candles.

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 Reitz Home Museum shall be named as an additional insured, with limits not less than $1,000,000 per occurrence. Liquor liability coverage should be included in the general liability coverage. User shall furnish the Reitz Home Museum with a certificate evidencing that such insurance is in effective prior to the use of the facility.

Serving of alcoholic beverage must fall under the guidelines below. Legal drinking age is 21. Persons under age attending the event must abide by this law. The Reitz Home Museum holds no responsibility for any person consuming alcoholic beverages while on the premises.

Alcohol Policy: Alcoholic beverages of any kind are not allowed on the premises unless;

- **A) A caterer with a valid 3-way license allowing them to serve liquor has been contracted. Their bartenders must be licensed. A copy of the license for both the caterer and the bartenders must be presented at least 30 days prior to the event date. The caterer shall provide documentation that the RHM is listed as an additional insured for the event.**
- **B) The Reitz Home may secure an event licensee for the serving of alcohol ($100), dispensed by our designated provider, Karen Bush (812) 204-5388 or her representative. Bartending services are not included in the cost of the room rental.**

Alcohol may be served only when food is also served.

_____ _____

Signature (Must Be 21) **Printed Name**