



# Stillwater History Museum at the Sheerar Facility Rental Agreement

Name ("User"): \_\_\_\_\_ Organization: \_\_\_\_\_

Address \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event/Purpose: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Indicate type of event: \_\_\_\_\_

Admission Charge: Yes/No If Yes, Amount \_\_\_\_\_ Will Food/Drink be served: Yes/No

**Deposit is required to secure date** **DEPOSIT:** \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time: \_\_\_\_\_ Fee: \_\_\_\_\_

Rehearsal Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ Fee: \_\_\_\_\_

Set up Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ Fee: \_\_\_\_\_

Piano Tuning Required: Yes/No If Yes, an additional fee is required \_\_\_\_\_ Fee: \_\_\_\_\_

Cleaning Fee: \_\_\_\_\_

**TOTAL RENTAL FEE (without deposit):** \_\_\_\_\_

**Rental fee is required 30 days before scheduled event. If event is not scheduled until after this deadline, then full fee and deposit is required immediately to ensure reservation. If cancellation occurs after the 30-day deadline then the deposit is not refundable.**

**CHECK RETURN POLICY:**

- THERE WILL BE A \$25.00 SERVICE CHARGE ON ALL RETURNED CHECKS.
- Driver's license # is required with all payments.
- Once a Sheerar Museum Representative notifies the renter of the returned check, the renter has 48 hours to make payment of fees in cash before the District Attorney's office is notified.

**DEPOSIT WILL BE REFUNDED AFTER SATISFACTORY INSPECTION OF THE BUILDING AND RETURN OF KEY**

Payment of the deposit is required to secure the date and will be refunded if:

- notification of cancellation is made 30 days before event OR
- if rental fee is paid on time AND
- after a building inspection has been made and building is left in clean and undamaged condition AND
- compliance with additional rental guidelines described in this contract (see opposite side for full list of renter responsibilities)
- ***Loss of Key(s), will result in the user being charged \$200 to pay for the re-keying of the locks and key replacement.***

**CONDITIONS FOR USE:**

User agrees to pay the Stillwater History Museum (Stillwater Museum Association, Inc.) the rental fee and deposit indicated above for the use of the Sheerar Center Auditorium for the event listed above. User agrees to notify the Museum office immediately of any changes in the date or hours reserved. Additionally, the User understands that hours will not be pro-rated nor will any use of the facility outside of reserved times be allowed.

**USER IS RESPONSIBLE FOR THE FOLLOWING:**

1. Cleaning up crumbs, spills, and removing and properly disposing of all trash and other debris;
2. Removing all belongings, equipment, props, decorations and food items from building **immediately** following event;
3. Locking all doors, turning off all lights and returning thermostat to original setting: 68 degrees-winter; 75 degrees-summer;
4. Returning key to museum office on the first business day after the event;
5. Cost for any special cleaning (such as carpet stain removal);
6. Damage(s) occurring during event, other than normal wear;
7. Returning all furniture and equipment to ORIGINAL placement if moved (DO NOT MOVE THE LARGE DESK FROM ITS ALCOVE) and;
8. ANY AND ALL LIABILITIES FOR PERSONAL INJURY INCIDENTS OCCURRING DURING OR ASSOCIATED WITH USAGE.
9. **Additional information regarding renter responsibilities may be found on the opposite side of this contract. By signing the contract, the user affirms that they have read the contract and agree that they are responsible for insuring that all guidelines listed on page 1 and 2 of contract are followed by themselves and their party. Violation of these guidelines will result in forfeiture of deposit and/or revocation of facility use.**

USER SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Stillwater History Museum Representative

DATE KEY CHECKED OUT \_\_\_\_\_ KEY NUMBER \_\_\_\_\_  
 DATE KEY RETURNED TO MUSEUM \_\_\_\_\_ RECEIVED BY \_\_\_\_\_  
 DEPOSIT REFUNDED \_\_\_\_\_ MAILED \_\_\_\_\_ PICKED UP \_\_\_\_\_

## STILLWATER HISTORY MUSEUM AT THE SHEERAR RENTAL INFORMATION

Rental Details		Fees			
TYPE OF EVENT	Space	1 <sup>st</sup> 2 hours	Each add hr	*Deposit	**Cleaning Fee
Non-profit Events <b>not</b> charging admission <b>Tuesday-Thursday</b> only	Auditorium	\$80.00	\$40.00	\$50.00	\$50 an hour, if required
Non-profit Events <b>not</b> charging admission <b>Friday-Sunday</b>	Auditorium	\$150.00	\$75.00	\$50.00	\$50 an hour, if required
Events <b>not</b> charging admission	Auditorium	\$200.00	\$100.00	\$100.00	\$100 nonrefundable** + \$50/hr, if required
Events charging admission	Auditorium	\$300.00	\$150.00	\$150.00	\$100 nonrefundable** + \$50/hr, if required

**A SIGNED CONTRACT AND A DEPOSIT ARE REQUIRED TO RESERVE A DATE. PAYMENT IN FULL PLUS RESERVE DEPOSIT ARE REQUIRED 30 DAYS BEFORE RENTAL DATE.**

\*DEPOSIT will **ONLY** be refunded in full if:

- notification of cancellation is made 30 days before event OR
- if rental fee is paid on time AND
- after a building inspection has been made and building is left in clean and undamaged condition AND
- compliance with additional rental guidelines described in this contract (see opposite side for full list of renter responsibilities)

\*\*CLEANING FEE: A \$100 nonrefundable cleaning fee plus an additional \$50/hr if damage occurs or if the museum needs to perform extensive clean-up.

**PIANO TUNING:** The Sheerar Cultural and Heritage Center is grateful to Vince Mrykalos for donating piano tuning services throughout the year. If special additional tuning is requested, the renter is responsible for paying tuning fees. Tuning must be provided by a technician approved by Sheerar Center.

### INFORMATION ABOUT USE OF THE SHEERAR CENTER AUDITORIUM

- The Sheerar Cultural Center Auditorium seats **196**.
- There are two restrooms available for audience use.
- Backstage facilities include a small restroom and “Bay Window Room” with ramp entrance on west side of building.
- The butler’s pantry is available to serve refreshments. Renter must clean all items used and return them to proper storage.
- Balcony use is not available for use, except by prior special arrangement.
- The Sheerar Center does not provide linens, props, or technical backstage support.
- **THE PIANO MUST REMAIN ON THE STAGE DURING ALL EVENTS AND IF USED MUST BE RETURNED TO ITS PLACE AND COVERED.**

### ADDITIONAL INFORMATION AND USER RESPONSIBILITIES

- The auditorium level will be clean and ready for use at the agreed upon time.
- Hours are **NOT** prorated. **NO** early or late entry allowed.
- Unlawful, hazardous or dangerous activities are prohibited in the Sheerar Center.
- Food is permitted, but there are no cooking or refrigeration facilities.
- White wines are permitted, but **NO** red punch, red wine, beer, or tobacco products are permitted in the Sheerar Center.
- Bird seed and bubbles are permitted on the entrance stairs and grounds. **RICE IS NOT PERMITTED.**
- Users are responsible for cleaning up crumbs, spills, and removing and properly disposing of all trash and other debris.
- Users are responsible for removing all belongings, equipment, props, decorations and food items from building **immediately** following event.
- Users are responsible for locking all doors, turning off all lights and returning thermostat to original setting: 68 degrees-winter;75 degrees-summer.
- Users must return key to museum office by the time of closing on the first business day after the event.
- Users are responsible for the cost for any special cleaning (such as carpet stain removal).
- Users are responsible for any damage(s) occurring during event, other than normal wear.
- Users are responsible for returning all furniture and equipment to ORIGINAL placement if moved.
- Users must not move the large desk in the Lobby entry alcove nor may users move any of the furnishings in the west Bay Window Entry Room
- **NO** food or drink is allowed in the Bay Window Room (West Entry).
- Do **NOT** duplicate Sheerar Center keys.
- **Loss of Key(s), will result in the user being charged \$200 to pay for the re-keying of the locks and key replacement.**
- Neither the Sheerar Center name or address may be used as the official address or headquarters of any organization.
- Meeting at the Sheerar Center does not in any way constitute an endorsement of the group’s policies or beliefs.
- **USERS ARE RESPONSIBLE FOR ANY AND ALL LIABILITIES FOR PERSONAL INJURY INCIDENTS OCCURRING DURING OR ASSOCIATED WITH USE OF THE SHEERAR CULTURAL CENTER**
- **LOST AND FOUND:** Please notify the Museum Office of lost items as soon as possible so that staff members may make note of them. Items unclaimed after a reasonable period of time will be disposed of.
- Violation of these guidelines will result in forfeiture of deposit and may result in revocation of facility use.