



## Facility Rental Agreement

**Please review this contract carefully. Sign and return it with the deposit.**

Date of Event: \_\_\_\_\_ Space to be Rented \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Name of Organizations/Renter: \_\_\_\_\_

Authorized Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Time Event is to Begin: \_\_\_\_\_ Time Event is to End: \_\_\_\_\_

Time Set-up is to Begin: \_\_\_\_\_ Cleanup to be completed by (time): \_\_\_\_\_

**The Renter agrees to abide by the policies and condition outlined in this contract.**

The Renter agrees to designate one person to be in charge while at the Museum. The person in charge must be present during the entire event (including set-up) and insure the Museum is cleaned up after the event. If different from the Authorized Contact Person please provide the name of the person in charge during the event:

Person in charge during the event and for cleanup: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

### Facility Rental Fees

x	Space	Capacity	Business Hours	After Hours
	CMM Meeting Room		\$50/hr	\$100/hr; \$20/hr per employee*
	CMM Entire Facility* (Excludes Putnam House)		NA	\$100/hr; \$20/hr per employee*
	Rufus Putnam House Tours		NA	\$50
	ORM Meeting Room		\$50/hr	\$100/hr; \$20/hr per employee*
	ORM Entire Facility*(Excludes W.P. Snyder Jr.)		NA	\$100/hr; \$20/hr per employee*
	W.P. Snyder Jr. Tours (weather permitting)		NA	\$50

\*These spaces are available 30 minutes after the Museum closes to the public and require a two-hour minimum rental.

\*Minimum of 2 employees.



### **LIABILITY:**

- The Friends of the Museums will not be liable for damages caused by an act of God, or other unforeseen event reasonably beyond the Friends of the Museums' control. The Friends of the Museums is not responsible for items belonging to Renter or Renter's guests that are lost, stolen, or damaged during the rental period.
- Renter is, and hereby acknowledges that it is, liable for the actions and behavior of Renter's guests during the rental period, and at any other time such guest is on or around the rental space as a result of Renter's use of the rental space. The Friends of the Museums will not be liable for the safety of Renter's guests. Renter agrees to indemnify and hold harmless the Friends of the Museums from all liability arising from the activities of Renter and Renter's guests during the rental period.
- The Friends of the Museums may require a copy of renter's liability insurance (where applicable)

### **RESERVATION OF RIGHTS:**

- The Friends of the Museums reserves the right to cancel agreements for non-payment or for non-compliance with any of the rules, terms and conditions set forth in this Agreement.

### **EQUIPMENT:**

- The Museum has chairs and tables available for use during the event. A refrigerator is available for use during the event as well. The Renter is responsible for providing any additional furnishings and equipment needed during the event.

### **ALCOHOL:**

- Alcohol may not be served while open to the public but can be served after hours. Minors are not allowed to consume alcohol on museum property even if parent of the minor secures the alcohol. No sale of alcohol is permitted on museum property. A liability waiver must be signed by the facility Renter.

### **DEPOSIT:**

- A non-refundable \$100 deposit is required. The areas of use and grounds will be inspected after each event to ensure there is no damage. If none is found, the deposit will be applied toward the total rental fee. If damage is found, the Renter will be contacted for additional payment and restitution.

### **FOOD/CATERERS:**

- The Renter is responsible for making arrangements for all food, beverage and other needs. All trash created by the event is the responsibility of the Renter or caterer and must be properly bagged and removed from the building at the conclusion of the event. All catering equipment and supplies must be picked up at the conclusion of the event. The Museum will not be responsible for any lost or stolen catering equipment or other supplies.
- The use of food and beverages is restricted to the lobby and meeting rooms only.
- No food or drinks are permitted on exhibits or displays.



**POLITICAL:**

- The following disclaimer must be included on all marketing materials in which the museum is mentioned: “FOM & OHS does not endorse any political candidate”.
- The Museum and its logo cannot be used as a part of any group or political campaign endorsement as a result of a rental agreement.
- No political signage is permitted on the grounds of the museums.

**STAFF:**

- A staff member will be on site during the event to answer questions and direct the Renter and Renter’s guests. Staff does not act as security for the Renter.

**RENTAL FEES:**

- Meeting Room – Business hours (Meetings or Lectures)
  1. \$50 per hour
  2. The Friends of the Museums may require an admission charge in addition to the facility rental fee during business hours.
- Lobby or Meeting Room – After hours
  1. \$100 per hour (including set-up and tear down)
  2. \$20 per employee
  3. \$50 charge for tour of Putnam House
- Rental time begins with set-up and ends after tear down. Rental time is calculated on the half hour.
- Tear down must be completed immediately following the event.
- FOM members receive 10% discount on rental fee
- The final invoice will be sent following the event.
- A credit card may be required at time of reservation and held until payment is received in full.  
Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**I certify that I have read, understand, and accept the conditions set forth in this contract.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**



## Friends of the Museums LIABILITY AGREEMENT

The Friends of the Museums takes no responsibility for the consumption of alcohol by parties which supply their own beverages. \_\_\_\_\_ is renting the facility on \_\_\_\_\_ for a \_\_\_\_\_ party and tour. The Friends of the Museums is not liable for any alcohol consumed on its premises at this event.

I have read the above statement, and I verify, with my signature, the action that alcohol was purchased by \_\_\_\_\_ and not supplied by the Friends of the Museums.

\_\_\_\_\_  
Party Representative

\_\_\_\_\_  
Friends of the Museums Representative

Friends of the Museums  
601 Second Street  
Marietta, OH 45750



## Maximum Occupancy Limits

### **Campus Martius Museum**

#### CMM Meeting Room Capacity

Standing Space: 173  
Chairs Only: 120  
Tables & Chairs: 60

#### CMM Changing Exhibit Room Capacity

This room opens to the CMM Meeting Room to have a larger space

Standing Space: 110  
Chairs Only: 78  
Tables & Chairs: 36

#### CMM Main Lobby

Standing Space: 200  
Chairs Only: 143  
Tables & Chairs: 67

The Museums have a small supply of tables and chairs available upon request.

#### Museum supply

18 tables  
63 molded chairs  
69 padded folding chairs

### **Ohio River Museum**

#### ORM Theatre Room

Standing Space:  
Chairs Only:  
Tables & Chairs: