

## BART HOWARD LOUNGE & EVENT ROOM RENTAL CONTRACT

All rental agreements must be arranged through the Executive Director(s) or his/her designee. Rental agreements are not valid unless signed by a DMCHS representative and the Rentee.

**OCCUPANCY LIMITS:** By order of the City of Burlington's Fire Department: *Bart Howard Room – fifty-five (55), event room – seventy-five (75)* Total = 130

### A. GENERAL CONDITIONS:

1. Contracts must be completed and signed no less than 14 days in advance and be accompanied by the rental fee and proof of liability insurance.
2. The RENTAL FEE is \$50 per hour for members and \$65 per hour for non-members. Rental time must include set up and cleanup time. No events are to extend past 10:00 pm including cleanup time.
3. A \$100 deposit is required to reserve a date. The remainder of the rental fee, if any, must be paid prior to 14 days in advance of the event. If an event is cancelled 72 hours prior to the scheduled rental, rental fee minus a \$50 processing charge will be refunded within five working days after the cancellation. If cancellation occurs less than 72 hours prior to the rental, no fees will be refunded.
4. Included in the rental are the Columbia Street Foyer, Bart Howard Lounge Room, Event Room and lower level restrooms. Tables and chairs in the rooms are provided at no extra charge.
5. All cleanup is the responsibility of the rentee. (Rentee is **NOT** responsible for vacuuming and mopping floors.) ***An on-duty staff member should be notified in case of any spills or damage.***
6. If the rental period is outside of museum hours, the main entrance will remain locked and all guests **are expected to enter and exit the Columbia Street door.**
7. Rental of rooms does NOT include admission to main & upper level of museum. Other areas of the building are off limits unless regular admission is paid. Use of overhead projector or large screen television must be ***arranged in advance.*** Guest Wi-Fi is available.
8. The following items are forbidden: bubbles, glitter, and open flames, except for chafing dishes. All candles must be battery operated. Free standing decorations **ARE** allowed. Nothing is to be attached to walls. Nothing hanging on walls may be removed for the rental period.
9. Kitchen use is limited to reheating and serving only. Limited space **may** be available in the refrigerator in the event room. (This area is not designed for food preparation.) The Rentee must provide all dishes, silverware, etc.
10. A member of the organization or family renting the space must be present at all times to ensure that guest behavior and exit time is as expected. Any children present during the rental must have continuous adult supervision.
11. There will be a combination of at least two (2) museum staff and/or one (1) staff and one (1) volunteer present during the entire rental period. (If alcohol is served, a staff member will remain at the bar during event.)

## B. ALCOHOL:

1. DMCHS is licensed by the State of Iowa to sell beer and wine only. All alcohol on premises must be purchased through DMCHS. **No alcohol may be brought in to the building at any time.**
2. It is recommended to place an alcohol order at the time of signing of the BHL&ER rental agreement.
3. A “cash bar” staffed by DMCHS personnel and trained volunteers is preferred. A list of available or suggested beverages will be provided. Requests for specific items is possible based on distributors stock on hand. Orders can be adjusted up to 7 days prior to the rental date.
4. Should the rentee wish to provide alcohol to guests at no charge. Either bottles of wine and/or beer (bottled or cans) can be paid for in advance or a “tab” can be run and paid for at the close of the event. The rentee or other guests are not to be behind the bar. **Serving can only be done by staff.**
5. DMCHS may refuse distribution of alcohol at certain events i.e. graduation parties, school events.
6. Alcohol inventory is strictly monitored by staff only.

## C. EDUCATIONAL RENTALS:

1. DMCHS offers to waive rental fees for community and educational events. Exclusions exist when selling tickets, charging fees or requesting monetary donations. In all cases the rentee must be associated with a recognized not-for-profit organization or accredited education center and proof is required.
  2. A completed copy of the Education Waiver must be attached to the Rental Agreement.
  3. The DMCHS Executive Director must preapprove all waiving of rental fees.
  4. Rules surrounding the serving of alcohol are still in effect.
- **The Des Moines County Historical Society reserves the right to reject rental contracts and to limit or prohibit specific activities at the discretion of the Executive Director and/or the Board of Directors.**
  - **The Des Moines County Historical Society and/or the Heritage Center will not allow any events that endanger its non-profit status or its Beer & Wine Permit. The right is reserved to refuse or cancel rentals on the basis of availability, safety, or appropriateness of the event as determined by the Executive Director and/or the Board of Directors.**

**My signature on this Agreement indicates that I have read all of the terms laid out in this document and I and any guests I choose to invite will follow these directives during the course of this rental agreement.**

## BART HOWARD LOUNGE & EVENT ROOM RENTAL AGREEMENT PAGE 1

I have read the policy and agree to all provisions. *(Incomplete Contracts are NOT VALID)*

① Rente (print name): \_\_\_\_\_ Date: \_\_\_\_\_

② Signature of Rente: \_\_\_\_\_

[①, ② Rente may type in name and date and return by email in lieu of handwritten signature, date stamp of email constitutes agreement.]

Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Signature of DMCHS Representative: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Hours: \_\_\_\_\_ X \$50.00 per hour = \$ \_\_\_\_\_ (Members ONLY)

Hours: \_\_\_\_\_ X \$65.00 per hour = \$ \_\_\_\_\_ (Non-Members)

**Total Rental Fees:** \$ \_\_\_\_\_

### ALCOHOL: SELECT ONLY ONE

1. Cash Bar \_\_\_\_\_ (All alcohol sold directly to and paid by guests to DMCHS)
2. Attended bar \_\_\_\_\_ (All alcohol purchased by rentee and served by DMCHS)
3. Combination 1/2 \_\_\_\_\_ (Complete details on page 2)
4. No alcohol \_\_\_\_\_ **(No alcohol may be brought in by rentee or guests)**

Use of projector/screen (in event room) or large screen television? \_\_\_\_\_ Yes \_\_\_\_\_ No

**PAYMENT INFO:** Date Paid: \_\_\_\_\_ How Paid: \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

Executive Director Signature or Designee \_\_\_\_\_

**BART HOWARD LOUNGE & EVENT ROOM RENTAL CONTRACT PAGE 2**

**RENTALS W/ALCOHOL ONLY (Prices will be quoted as requested):**

If a combination of items 1 and 2 are requested, rentee is required to determine quantity of alcohol to be included in contract. Any alcohol beyond that will constitute CASH BAR. Please indicate below the brand & quantity rentee is paying for. There is no refund on unused alcohol.

Brand or Variety	QTY	CONTRACT PRICE EA.	TOTAL AMOUNT

**Please note – when purchased by the case or bottle, the rentee owns it, regardless of whether guests have consumed the entire case or bottle. The rentee is legally responsible for partial cases of beer and/or unopened wine bottles taken out of the building. If open wine bottles are removed from the building they must be recorked or capped.**