

## Cedar Falls Historical Society Rental Fee Schedule and Regulations

*Reservations cancelled within 30 days of scheduled event will have a \$25.00 cancellation fee deducted from their deposit.*

**50% rental fee deposit and \$100.00 damage deposit is required at the time of reservation, unless otherwise noted.**

(Damage deposit will be held & refunded after final approval.)

315 Clay St. Event Space (capacity 80) 10 am-9:30 pm T-Sat.	Fee	Capacity	✓ Event type
Wedding Rehearsal & Ceremony (up to 3 hrs.; each add. hr. \$70)	\$300.00	80	
Wedding Rehearsal, Ceremony & Reception (up to 5 hrs.; each add. hr. \$70)	\$500.00	80	
Receptions/Showers (up to 3 hrs.; each add. hr. \$60)	\$250.00	80	
Non-profit/Service Groups meeting (up to 2 hrs.; each add. hr. \$18-deposit waived)	\$50.00	80	
For profit/Private Groups meeting (up to 2 hrs.; each add. hr. \$35)	\$100.00	80	
Birthday parties 1-12 guests. Saturdays 10-12:30 & 1:30-4:00	\$100.00	12	
Birthday parties 13-20 guests. Saturdays 10-12:30 & 1:30-4:00	\$150.00	20	
Birthday parties 21-36 guests. Saturdays 10-12:30 & 1:30-4:00	\$225.00	36	
CH Conference Room (capacity 45) 10 am-4 pm T-F (up to 2 hrs.)			
Non-profit/Service Groups meeting (each add. hr. \$10-deposit waived)	\$25.00	45	
For-profit/Private Groups meeting (each add. hr. \$18- deposit waived)	\$50.00	45	
Ice House (capacity 150) 10 am-8 pm T-Sat. (up to 4 hrs.)			
Non-profit/Service Groups (ea. add. hr. \$30)	\$150.00	150	
For-profit/Private Groups (ea. add. hr. \$45)	\$250.00	150	

AMENITIES AVAILABLE	WiFi	Screen, Projector & Whiteboard	Kitchen	Wheelchair Access	HVAC system	Tables & Chairs	Coffeemaker
<b>LOCATION</b>							
<b>315 Clay St. Event Space</b>	X	X	X	X	X	X	X
<b>CH Conference Room</b>	X	X		X	X	X	X
<b>Ice House</b>				X			

Representative/Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_ email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time of Use (incl. set-up & tear-down): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Actual: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Space to be used: \_\_\_\_\_

**\*\*Please enclose a separate check for the damage deposit of \$100.00\*\***

Damage Deposit: **\$100.00** (check # \_\_\_\_\_ returned on \_\_\_\_\_)

Rental fees (50% down): \_\_\_\_\_

Balance Due: \_\_\_\_\_ (payable no later than 7 days before event)

Signed (Renter) \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Historical Society) \_\_\_\_\_ Date: \_\_\_\_\_

**Rental Policies**

Use of the facilities of the Cedar Falls Historical Society must be approved by the Executive Director. A usage fee will be charged, and a security deposit and/or proof of adequate insurance may be requested. The Cedar Falls Historical Society assumes no liability for any damage to any vehicle or its contents while on the Society's property. The Cedar Falls Historical Society is not responsible for accidents, injury, loss, or damage to private property of individuals or organizations or to individuals themselves. Neither the Historical Society staff, Board, nor volunteers are responsible for the property of individuals or organizations meeting on Historical Society property or take responsibility for storage of materials. Individuals or organizations meeting at the Historical Society must agree to indemnify and hold the Historical Society harmless from any and all liability, claims, actions, damages, or loss, including attorney fees, arising out of the use of the Historical Society's facilities.

The following rules will be followed without exception:

- A. **A representative of the Cedar Falls Historical Society must be present during the rental. This representative does not act as security for renter. Rentals cannot be confirmed until a Historical Society representative is scheduled.**
- B. Use of the Historical Society's projector and screen must be arranged in advance with the Executive Director.
- C. No furniture, artifacts, displays, or exhibits will be moved or handled in any way without the prior approval of the Executive Director or a designated representative. Nothing may be pinned, taped, or stapled to building walls, floors or furniture.
- D. Group members may not enter restricted areas of the museum. Storm shelter facilities are limited to the basement of the Carriage House addition to the Victorian House. There is no access to the lower level of the 315 Clay St. building and there is no lower level at the Ice House.
- E. Catering of food and beverages will only be served with the prior approval of the Executive Director. Alcoholic beverages (beer & wine; no liquor) may only be served by licensed caterers. Food and beverages will be prepared and consumed in designated areas only.
- F. Smoking is prohibited on all Cedar Falls Historical Society property and grounds. No open flames of any sort are allowed in the building.
- G. **Renters are responsible for removal of all food, containers, trash, and rental equipment at the completion of the event. The kitchen, tables, chairs, and floors will be left clean. It is the responsibility of the rental party to set up and clean up, including taking down chairs and tables. No garbage will be disposed of in the Historical Society's garbage receptacles.**
- H. Any damage to the Society's buildings, collections, archives, displays, and exhibits caused by a group's special use of the facilities will be charged to that group.
- I. Any bands, musicians, stereo equipment, etc., must have the prior approval of the Executive Director.
- J. Historical Society buildings may not be used for political, personal or religious fundraising activities. Groups may not engage in partisan political activities or post public notices.
- K. Overnight residence is prohibited. All activities, including clean-up, must be concluded by 9:30 p.m.
- L. Failure to follow any of the rules of the Society may result in the forfeiture of a group's security deposit and/or the restriction from future use of the Society's facilities.

*Please sign and date below.*

**I have read and agree to the above policies.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_