



Arthur Dale Heritage, Inc.

P.O. Box 850 ~ Arthur Dale, WV 26520

(304) 864-3959 *phone*

www.arthurdaleheritage.org email - ahi@arthurdaleheritage.org

APPLICATION AND AGREEMENT FOR USE OF ARTHURDALE HERITAGE, INC. (AHI) FACILITIES

Name: _____ Email: _____

Organization: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Date of use: _____ Start time of Event: _____ Estimated end time: _____

Purpose of use: _____

Check facilities, equipment, and services requested

- ☐ Center Hall with front lawn - \$325/members - \$425/non-members (**includes tear down and cleanup fee**)
- ☐ Use of Lawn near Museum and Esso Station - \$75
- ☐ Use of Lawn at E-15 - \$150
- ☐ Use of Pavilion - \$50
- ☐ Use of Outside Plastic Chairs - \$50
- ☐ Set-Up of Tables and Chairs inside Center Hall - \$100
- ☐ Staff removal of excess chairs in Center Hall - \$50
- ☐ Museum Tour - arrangements must be made ahead of time - \$10/individual - \$8/groups of 10 or more
- ☐ Block off Center Hall parking lot - \$50
- ☐ Rent co-op tractor and hay wagon to use as backdrop - \$100
- ☐ Hay bales for backdrop - \$10/each
- ☐ Use of Fiesta Ware - \$150 (price includes additional cleaning fee)
- ☐ Staff operated golf cart shuttle - \$35/hr with a minimum of 2 hours

A **Security Deposit of \$400** will be held in the office and will be returned if there are no damages to the facilities or equipment. If any additional cleaning, repair or replacement of AHI property is required, the appropriate amount will be withheld from the security deposit. If the security deposit does not cover the additional work or costs involved, the renter remains responsible for the additional expenses.

Renter must sign "FORFEITING SECURITY DEPOSIT" on page 3.

Rental Charge (due at time of rental) \$ _____ Deposit: \$400 Total: \$ _____

Terms and Conditions

- Please be mindful that Arthurdale Heritage, Inc. (AHI) buildings are on the National Historic Registry
- If the hours of usage exceed 24 hours, additional rent will be charged at a rate of \$25.00 per hour. The additional rental charges will be deducted from the security deposit.
- **Cancellation:** If the renter notifies the President of AHI or the Executive Director in person, by mail, or phone at least 14 days prior to the rental date of a cancellation, the renter will receive a full refund. An answering machine message is NOT sufficient notice of cancellation.
- AHI is a smoke free facility and as such no tobacco is permitted in the buildings or within 25 feet of any entrance. If any evidence of smoking is found in any AHI building, the security deposit will be withheld in full and payment for any additional damages will be the renter's responsibility.
- Doors should be closed when renter is using either air conditioning or heating. Doors, hallways, exits, restrooms, and other **traffic areas are to remain open**, free of tables, chairs, boxes, etc. at all times. If tables need to be stacked in the hallway, they should be stacked low against the wall – do not lean tables against windows.
- Wooden chairs in Center Hall must stay in the building. Outside chairs are available for rent.
- If helium balloons escape, your deposit is forfeited. This requires someone with extension ladders to come in and retrieve and disentangle the balloons from fans.
- Open flames, lighted candles, glitter, and other similar materials **ARE NOT** allowed in the buildings. **No tape should be used on the floors or walls.**
- Report any damage to equipment, furnishings, or building immediately. Emergency contacts are in the kitchen and on the window next to the office door.
- When event is finished, turn both thermostats and fans to OFF and check to make sure lights in all rooms are turned OFF. Flush toilets and ensure all faucets are turned off. Close and lock all doors – some doors are hard to open and may appear locked. Leave any keys in the letter slot in the door of the stone Administration (Museum) Building next to the Forge unless other arrangements were made.
- If the renter is using a caterer to provide food and/or alcoholic beverages, the caterer must provide a certificate of insurance. If alcohol is served, the caterer must provide a certificate of insurance with "liquor liability" included. Renter must sign the "Alcohol Use Agreement" indicating that they will or will not be providing alcohol.

***Key must be picked up from the office during business hours the day before the rental.
Exceptions can be made via e-mail.***

Renter's Signature: _____

Date: _____



AHI Signature: _____

Date: _____

AHI Use
Deposit Received: _____
Rental Payment Received: _____
Off-Site Insurance Coverage Confirmation: _____
Cleaning Team Notified: _____



Arthur Dale Heritage, Inc.

HOLD HARMLESS AGREEMENT

I [we] agree to indemnify and hold harmless Arthur Dale Heritage, Inc. ("AHI") against all loss and damage, including damage to person or property arising from any act of, or negligence of, mine [ours] or of any person acting on my [our] behalf while engaged in the performance of the above rental contract with AHI, or while in or about the AHI buildings or premises, or arising from accident or any injury not caused by an act of AHI, its agents or employees, to anyone attending the event for which I [we] have rented the AHI Center Hall [and kitchen/grounds] or arising from liens or claims resulting from the performance of this contract.

Renter's Signature: _____

Date: _____



FORFEITING SECURITY DEPOSIT

I [we] have read and agree to all the rules and regulations for AHI rental; failure to comply will result in a loss of some or all of the security deposit provided at time of rental. Payment of any additional damages above and beyond the security deposit fee will be the renter's responsibility.

Immediate forfeiture of the Security Deposit will occur:

- If any helium balloons escape
- If evidence of smoking has occurred in any AHI building
- If litter is left on grounds when using outside lawns

Renter's Signature: _____

Date: _____



ALCOHOL USE AGREEMENT

I [we] agree to indemnify and hold harmless AHI from any damages caused to or by any person who is a participant at the function in the event there is legal action arising from the sale or furnishing of alcoholic beverages on said premises. If alcoholic beverages are to be served at the function, the lessee hereby agrees that these shall not be served to anyone under the age of twenty-one. All alcohol must be removed from premises at the conclusion of the event. The lessee hereby agrees to pay for the defense of AHI in the event of any legal action arising as the result of the serving of alcoholic beverages during the use of the premises.

I [we] ☐ will be providing alcohol at our event ☐ will NOT be providing alcohol at event

Renter's Signature: _____

Date: _____

