

****This is a sample of the AHI rental contract. A real contract will be sent to you upon confirmation of your rental reservation.****

AHI Rental Contract

Arthurdale Heritage, Inc. 18 Q. Rd., Arthurdale, WV 26520

Application and agreement for use of Arthurdale Heritage, Inc. (AHI) facilities

Name:*

Organization (if applicable):

E-mail:*

Phone Number:*

Address:*

Date of event:*

Purpose of rental:*

Check facilities, equipment, and services requested:*

Center Hall with front lawn - \$325/members - \$450/non-members (includes tear down and cleanup fee)

Outdoor event space with rental of Center Hall is an additional \$200/members - \$300/non-members

Outdoor event space without rental of Center Hall- \$250/members--\$325/non-members

Use of Lawn near Museum and Esso Station - \$100

Use of Lawn at E-15 - \$250

__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 - \$75

__Use of Fiesta Ware - \$150 (price includes additional cleaning fee)

__Staff operated golf cart shuttle - \$35/hr with a minimum of 2 hours

A check for 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.

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 email, 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 a 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 or Center Hall walls.
- 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. Usage of these items will result in forfeiture of your security deposit. 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.
- 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, you 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.

Renter's Signature*

HOLD HARMLESS AGREEMENT

I agree to indemnify and hold harmless Arthurdale 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*

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 there is damage to interior or exterior of AHI property
- If evidence of smoking is found in any AHI building
- If litter is left on grounds when using outside lawns

Signature*

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.

Will you be providing alcohol?*

I [we] will be providing alcohol at our event

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

Signature*

SAMPLE