

# Mason County Research Center (MCRC) Private Facility Rental Agreement

Group/Event Name (Lessee): \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

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

## Event Details

(Rental times include set up and tear down)

Event Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Approximate # of guests: \_\_\_\_\_

## Vendor Information: *(Catering not provided by MCHS)*

Caterer: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Rentals \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Date, no more than 2 weeks prior to your event, to do a walk-through with the site manager:

## Pricing

Rates based on average 8 hours, 1/2 day = 3 hours or less. Members/Non-Profits receive 25% discount. \*If event is held outside of normal business hours, there is a charge of \$25 per hour for staffing oversight during event.

## Room Rentals

Room	Capacity	Rate
Legacy Hall *AV available *After-hours staffing not required	60-80	\$350 full day (8 hrs) \$200 ½ day (4 hrs) \$100 for 2 hours <b>*2 hr minimum</b>
Houk Family Reading Room *AV available	10-12	\$100 full day \$50 ½ day \$25 per hour
Research Gallery & Legacy Hall	100-110	\$450 full day \$300 ½ day \$150 per hour

## Add-ons: *Subject to availability*

\$100 Gift Shop Attendant (after hours)

\$ 250 Outdoor Alley Way

\$100 Table & Chair set-up

Behind-the-Scenes Tour Guide \$75

\$100 Kitchen Usage (Kitchen use comes with Legacy Hall Room Rental Only)

Staffing Costs @ \$25/hour for after-hours events

## Costs

Room Rental Amount: \$ \_\_\_\_\_

Staffing Costs: \$ \_\_\_\_\_

Security deposit: \$ \_\_\_\_\_  
*refundable*

Clean Up Fee \_\_\_\_\_ **\$150 -**

Add-Ons: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Sales/Use tax 6%: \$ \_\_\_\_\_

Credit Card Fee 3% \$ \_\_\_\_\_

**Total:** \_\_\_\_\_

*50% Security Deposit  
due at time of booking \$ \_\_\_\_\_*

## Notes

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Please make checks payable to

Mason County Historical Society, P.O. Box 569, Ludington, MI 49431

## Rental Time

- A maximum of two hours can be added for daytime rentals at the hourly room rental rate.
- After-hour rentals cannot exceed 10:00 pm
- Caterers may come no sooner than 1.5 hours before the event; everyone must vacate the grounds by 10:00 pm, including caterers.
- If serving food and beverages, MCHS will provide 8 round tables and chairs. Food and beverages are not allowed to be set on exhibits within the facility.
- Rental times include set-up and tear-down times

## Cancellations

If the Lessee cancels the rental of the venue within 30 days the 50% deposit will not be refunded.

## AV System

Available in Legacy Hall and the Houk Family Reading Room

## Caterers

Approved caterers that MCHS has worked with in the past that are familiar with our facility are Jamesport Brewery and Gloria Ann's Catering.

*The renter is fully responsible for communicating the following guidelines to the caterer:*

- Bring all necessary supplies such as linens, trash bags, can openers, foil, pots and pans, towels, knives, extension cords, and other needed supplies. There is a small kitchen available with a sink and refrigerator.
- All catering equipment must be removed at the end of the event unless prior arrangements have been made with the site manager.
- All trash must be taken to the dumpster located on Loomis St. (South side of Eagles Hall)
- Collecting dishes, trash etc. during the event to avoid unsightly pile up.
- The caterer must provide all wait staff.

## Beverage Service

The Mason County Historical Society and its museums do not own a liquor license. Alcoholic beverages must be provided by a licensed vendor. In addition, alcohol may only be served in strict compliance with Michigan Law, liquor control commission regulations and local ordinances. MCHS reserves the right to discontinue beverage service if staff finds it necessary to safeguard MCRC and its guests. Approved vendors are James Port Brewery and Bottle & Can.

## Deposit

*We require a deposit of 50% when the contract is signed to reserve the date of your event. This deposit is non-refundable if canceled within 30 days of the event.*

## Payment

The final payment is due 10 days prior to the date of your event. We accept check or credit card payments. Credit card payments will have a 3.0% fee added to cover transaction costs. A separate damage/security deposit of \$500.00 is due with the final payment. If no damage expenses are incurred, the security deposit will be returned within 14 days of the event. If damage expenses have been incurred as a result of the event as determined by MCHS, the security check will not be returned and the entire amount will be forfeited by the Lessee. If the damage exceeds the security deposit a separate bill will be sent to the Lessee for payment. *Rentals of all rooms other than the Houk Family Reading Room will be charge \$150 clean-up fee that is non-refundable.*

## Event Times and Overtime

Events must begin and end at the contractually agreed upon time. A charge of \$250.00 per ½ hour will be assessed if the event runs over scheduled hours. Set-up and tear-down of the event must be done within the rental time frame. The event rental time ends when the last person exits the ground, including vendors.

## **Ticketed Facility Rentals**

The Mason County Historical Society does not host events for individuals, organizations, or businesses selling tickets to the general public. The Society reserves the right to cancel any event not in compliance with this policy.

## **Rental Equipment (caterers, tables & chairs, other vendors)**

All deliveries or pickups must be arranged in advance with the site manager.

## **Prohibited Activities**

- Candles
- Tobacco/Smoking
- Fasteners/tape to adhere items to the wall or displays
- Glitter/ small confetti

## **Liability**

The Mason County Historical Society is not responsible and accepts no liability for any injury, death, and/or property damage or loss resulting or claimed to result from any accident or other occurrence before, during or after your event or in any way associated with your event. The Lessee is fully responsible for any damages that occur or are alleged to have occurred during or in connection with the event. The Lessee is fully responsible for the behavior of all guests and other attendees at the event and assumes full responsibility for any and all behavior by such person(s) that is unlawful or is otherwise inappropriate. Mason County Historical Society is not responsible for cars, personal belongings such as purses, clothing, electronic devices etc., which are left behind on the premises.

## **Insurance**

Mason County Historical Society requires that a one-day, \$1,000,000 liability insurance rider naming Mason County Historical Society as an additional insured is secured and provided to the Society. Most homeowners' policies can provide this rider at a very affordable cost. You must provide a copy of this rider prior to your event.

I have read and agreed to the above rules, conditions and requirements and fees in exchange for the use of Mason County Research Center 130 E. Ludington Ave. Ludington, MI 49431.

Lessee Signature: \_\_\_\_\_

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

Signature of MCHS Representative: \_\_\_\_\_

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