

MANCHESTER HISTORICAL MUSEUM RENTAL AGREEMENT

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

RENTAL DATE: _____ TIME: _____

PLEASE CHECK ALL SPACE REQUIRED:

EXHIBIT HALL KITCHEN FRONT ROOMS

RENTAL FEE: _____ DEPOSIT DUE: _____

DATE AND TIMES OF REQUEST: _____

Responsibilities for Rental of Manchester Historical Museum:

- ❖ Enter and exit through lobby (side) entry of building only
- ❖ No smoking in the museum and anywhere on the premises
- ❖ No candles to be used in any part of the building
- ❖ No nails, tacks, tape or other adhesive may be used on the walls
- ❖ No museum furniture or artifacts on exhibit may be moved
- ❖ Folding tables and chairs are to be returned to storage closets
- ❖ All paper goods, food, beverages and ice are to be provided and removed by the user
- ❖ Clean up: floors swept; kitchen and all appliances cleaned; dishes, cookware, and utensils washed; nothing to be left in sink, on counters or in refrigerator, recycling in bin, and trash in provided orange trash bags.
- ❖ Final check out with museum staff (at end of event)

PLEASE READ, SIGN AND RETURN AGREEMENT

I have read the above Responsibilities and will abide by these rules while utilizing the facility. A Museum representative will open and close the facility.

I understand that I/my organization may, upon approval of the Manchester Historical Museum and in compliance with all relevant regulations of the Town of Manchester and the Commonwealth of Massachusetts, make wine and beer available to guests at no charge.

I/my organization agree(s) to indemnify and hold harmless the Manchester Historical Museum, including its trustees, officers, agents and employees, against all claims, damages and expenses arising out of the acts or omissions of me, my organization, and/or my organization's guests. I/my organization will also be responsible for any damage or loss to the Manchester Historical Museum and/or the contents of the facility during the rental period.

I/my organization will be responsible for any cleaning costs incurred if I/my organization doesn't adhere to the Manchester Historical Museum Rental Responsibilities.

Upon payment received, this contract confirms the rental of the Manchester Historical Museum on the above listed dates(s). Please contact Beth Welin, Director (978) 526-7230 if you have any questions or need more information. Office hours are Tuesday – Friday, 10:00 a.m. – 3:00 p.m.

SIGNATURE _____ **DATE** _____

Rental Rates

Assembly Room & Kitchen, 0 to 3 Hours (max 40 – sit down, 65-standing)	\$300
*For additional time, up to 2 hours, add	\$50 per hour
Assembly Room, Kitchen & Front Rooms, 0 to 3 Hours (max 80 - mixed standing and seating)	\$500
*For additional time, up to 2 hours, add	\$75 per hour

Maximum hours of use is 5 hours ending at 9PM. (Lights will be turned off at 9PM)

MHM members receive 10% discount

Non-profits receive 20% discount

**A \$100 non-refundable deposit will be required for all parties.
(Balance due at time of event.)**

Manchester Historical Museum, 10 Union Street, Manchester, MA 01944-1553

Telephone: (978) 526-7230

Email: info@manchesterhistoricalmuseum.org Website: www.manchesterhistoricalmuseum.org