



The Howard County Historical Society's
Museum of Howard County History
Facility Rental Request and Agreement

The Renter agrees to rent the Museum of Howard County History (Museum) during the stated dates and times, in accordance with the terms of this rental contract. Renter and guests are free to walk around the Exhibit Gallery. The non-smoking space will be available to the Renter during the times stated on the face of this contract only; therefore Renter should include sufficient time for set-up and cleanup. Rental fees are based on a block of time and are inclusive of the set-up and clean-up time.

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|--|-------------|-------------------------------|--|
| Requestor Information: | | Today's Date: | |
| Renter's Name: | | | |
| Organization: | | Non-Profit: (please check) | Yes No |
| Street Address: | | | |
| City: | County: | | State: Zip: |
| What is the best way for us to contact you? (Provide all that are applicable): | Home Phone: | Cell Phone: | E-mail: |
| Are you a member of the Howard County Historical Society? | | Yes | No No, but interested in information about membership |

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|--|--|---|--|
| Check type of event below. If other, please list: | | | |
| <input type="checkbox"/> Business Meeting | <input type="checkbox"/> K-12 Field Trip | <input type="checkbox"/> Wedding/Rehearsal | <input type="checkbox"/> Paranormal Investigation* |
| <input type="checkbox"/> Professional Group Function | <input type="checkbox"/> Concert/Comedy Show | <input type="checkbox"/> Baby/Bridal Shower | <input type="checkbox"/> Birthday Party |
| <input type="checkbox"/> College Group Function | <input type="checkbox"/> Album Recording/Music Video | <input type="checkbox"/> Reception | <input type="checkbox"/> Boy/Girl Scout Gathering |
| Other: | | | |

| | | | |
|---|--|-----------------------------|-----------|
| Date and times requested for use of the Museum facilities: | | | |
| Date: | | Hours: | |
| Will your event require catering? (please check) | | | Yes No |
| Caterer's Name: | | Caterer's Telephone Number: | |
| If catering is not used, will you be providing food? | | | Yes No |
| Will you be selling alcoholic beverages? | | | Yes No |
| RENTERS MUST OBTAIN OWN LIQUOR LICENSE PRIOR TO EVENT | | | |

By signing this request for rental facilities, the signee agrees to comply with the terms of this agreement and acknowledges having read and understood the terms of this contract and acknowledges that this Rental Contract is binding both on the parties and the organizations they represent.

| | | |
|----------------------------------|-----------------------|-----------------|
| Signature of Renter: | Print Name of Renter: | Date Signed: |
| Museum Representative Signature: | | |
| Security Deposit Fee Collected: | Amount \$ | Date Collected: |



GENERAL RENTAL EVENT:

RENTAL FEE & DEPOSIT: To confirm and secure the event, a **\$50 Deposit is due with this form**. The Rental Deposit will be deducted from the total cost of the event. The remaining **balance is due at the start of the event**. The total rental fee is determined by the length of the event. HCHS charges **\$100/hour** during non-operating hours, **\$150/hour** during operating hours (Friday-Sunday, 1-5pm). For partners and non-profits, HCHS charges **\$50/hour** during non-operating hours and **\$75/hour** during operating hours. The fee is considered a tax-deductible donation to the Historical Society. Please make check out to Howard County Historical Society and mail to:

Howard County Historical Society, 9421 Frederick Road, Ellicott City, MD 21042

MAXIMUM CAPACITY: 75 persons – applies to entire Museum grounds.

PROVISIONS: The Museum can provide up to 75 chairs, 4 large rectangle tables (seats eight each), 6 small round tables (seats four each), 1 small check-in table, 1 projector, 1 projector screen, 1 laptop, 1 speaker's podium, 1 bathroom, and 1 Museum employee onsite. Tours of Exhibit Gallery can also be arranged if requested, but please notify the Museum **one week** prior to the event. The Museum will not provide for linens, tablecloths, serving trays or utensils. Please complete the following page for layout and provisions.

FOOD/DRINK: Food and Drink are permitted in the Auditorium space but **NOT** in the Exhibit Gallery.

CATERING: Renter will provide catering. If alcohol is sold, **renters are required to obtain their own liquor and liquor license**, a licensed bartender or other certified and trained person must be provided. **Underage drinking is not permitted and enforcement is the responsibility of the Renter.**

DJ/Music: Renter is responsible for providing own DJ, music, musical equipment, speakers and "party lights."

SET-UP: Access to the facilities for setting up, including Caterers set-up, will be during the hours stated on this rental agreement or as agreed to in advance. Renter is responsible for all set-up and break down. The Museum may request a written schedule for set-up, event, and clean up if deemed necessary.

CLEAN-UP: The premises must be left in the condition in which they were found at the beginning of the rental period and will be approved by a Museum Representative. All food, beverages, equipment and rented supplies/furniture must be removed from the premises immediately after each use of the facilities. If rental supplies/furniture is left on or in the premises of the Museum for later pick-up, any damage or loss prior to pick-up is the responsibility of the Renter and not the Museum. Any catering areas used must be cleaned and left in the condition in which they were found. All trash must be removed from the building. Renter must immediately take care of any spillage. If Renter is unable to remove spillage, HCHS and the Museum retains the right to have the area professionally cleaned at the Renter's expense. Any damage to facilities, artifacts, and artwork during the rental period, or upon delivery/pick-up/ clean-up/or resulting from any Caterer's action will be the responsibility of the Renter. This includes damage to walls, floors, fixtures and furniture.

CANCELLATION / REFUND: If cancellation by either party is **more than 48 hours** before the scheduled use of the Museum, the deposit will be returned. If cancellation by Renter is **less than 48 hours** before scheduled use of the Museum, the deposit will not be returned.



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Please check off all the furniture and equipment you need from our available provisions:

- Large tables, 6' x 2.5', seats 8 each. 4 are available, and how many do you need? _____
- Small round tables, 2' dia, seats 4 each. 6 are available, and how many do you need? _____
- Chairs. 75 are available, and how many do you need? _____
- Projector
- Projector screen
- Speaker podium
- Laptop
- Check-in Table

Here are diagrams that illustrate our most typical floor layouts. Please circle which one you prefer. If you have an alternative arrangement, please call HCHS at 410-480-3250 or the Museum at 410-461-1050 to discuss.

