



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.

Requestor Information		Today's Date:	
Renters Name:			
Organization:			
Street Address:			
City:	County:	State:	Zip:
What is the best way for us to contact you?		Phone:	Email:
Are you a non-profit organization?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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"/> Professional Group Function
<input type="checkbox"/> Musical Performance	<input type="checkbox"/> Other Performance	<input type="checkbox"/> Movie Screening	<input type="checkbox"/> Baby/Bridal Shower
<input type="checkbox"/> Birthday Party	<input type="checkbox"/> College Group Function	<input type="checkbox"/> Reception	<input type="checkbox"/> * Paranormal Investigation
Other (describe):			

Date and times requested for use of the Museum facilities:		
Date:	Hours:	
Will your event require catering? (Please check)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Caterer's Name:	Caterer's Phone:	Caterer's email:
If not catering, will you be providing food?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be selling/providing alcoholic beverages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NONPROFIT ENTITIES MUST APPLY FOR A LIQUOR LICENSE IF SELLING TICKETS/DRINKS. ALL OTHERS MUST PROCURE A CATERER HOLDING A LIQUOR LICENSE	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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By signing this request and submitting the deposit for this rental facility, 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:	Date Signed:
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Credit Card Information:		
Credit Card Holder's Full Name:		
Credit Card Number:	CVV	Expiration (MM/YY)
Deposit Amount Paid:	Date Paid:	Remaining Balance to be Collected on or before Event Day:

GENERAL RENTER INFORMATION

The Museum will provide, if requested, no more than 40 chairs, four pews, two large tables, and one small check-in table. Tours of Exhibit Gallery can also be arranged if requested. Please notify the Museum **one week** prior to event. All events will be staffed by a Museum employee.

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 \$135/hour**. For partners and non-profits, HCHS charges \$75/hour. For concerts and performances selling tickets, renters may pay the **hourly fee** or agree to a **70/30% split on** total sales. 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.

WEDDINGS: There is a **flat fee for wedding ceremonies of \$1,000.00 and \$2,000 for ceremony and reception**.

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,



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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 OR an event is only available through a purchased ticket, all nonprofits are required to obtain a liquor license which can be found at <https://cc.howardcountymd.gov/Liquor-License> and under "Application" and "Checklist". HCHS will approve of the license once submitted. All others must procure a caterer who holds a liquor license. 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.

*PARANORMAL INFORMATION: If renting for paranormal investigation, the Renter can investigate entire Museum grounds, including Exhibit Hall and basement. The Renter reserves the option to also rent the Weir Building located next to the Museum. If Renter decides to rent **both** buildings, whether for the same night or separate nights, the cost of Weir will be **\$75/hour**.



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SET-UP REQUEST:

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

- Large tables, 6' L x 2.5'w x 2.5' h, seats 8 each. 4 are available, and how many do you need? _____
Small round tables, 2' dia x 27" h, seats 4 each. 8 are available, and how many do you need? _____
- Chairs. 75 are available, and how many do you need? _____ Projector
Projector screen
Speaker podium
- Check-in Table
- Laptop OR will bring my own laptop. Please circle the hardware you will be using: Apple or PC

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.

