

Dickinson County Historical Society Rental Agreement for Heritage Hall

Heritage Hall was built in 2024 and 2025 to be a multipurpose area to be used for different events for the Heritage Center and the community. Please read and complete before turning in.

End Time:

I, _____, will be renting Heritage Hall.

If I am a part of a group, I am signing on behalf of

We will have 85 guests in attendance. Heritage Hall maximum occupancy is 85 people.

Deposit will be \$100 and the rental fee is \$125 for members of the Historical Society and \$150 for non-members. Deposit and rental fees are due the day the contract is signed. If you cancel within one week of the event date, deposit is forfeited.

Staff will show you where items are located in the Heritage Hall. Please complete items below so we know what you would like to use.

Will you need the overhead projector, T.V. and sound system? Yes No

Will you need the Kitchen area? Yes No

Do you need Tables and Chairs? Yes No

How many chairs will your group need?

How many round tables (4 only)?

How many rectangular 6 foot tables?

How many rectangular 8 foot tables?

Please include set-up time in your time to be here. Please note that set up needs to be done the day of the event unless discussed with staff of the Dickinson County Historical Society.



Dickinson County Historical Society
412 S Campbell Street
Abilene KS 67410

785-263-2681

dheritagecenterdk@gmail.com or omheritagecenter@gmail.com

See back for more information



Renter Information

Name

Email

Address

City/State/Zip

Phone Number

Insurance Information

Name of insurance company

Insurance company phone number

Insurance company address

Policy number

Name of policy holder

Heritage Hall Rules

1. Do NOT attach **anything** (paper, posters, picture, etc) to the walls or ceiling.
2. No alcohol unless provisions are made with Dickinson County Historical Society.
3. Insurance will be provided by the group that is renting Heritage Hall. Please provide a copy and attach to this sheet when you turn in your application.
4. Events must be scheduled at least 30 days in advance with the staff of the Dickinson County Historical Society. Room is rented on a first come, first serve basis.
5. There will be a \$100 deposit and rental fee due with signed contract for the event. If there is not a deposit and rent fee received one week ahead of the event, the group will forfeit renting Heritage Hall.
6. The room must be swept after the event and all trash taken out to the dumpster on the north side of Heritage Hall.
7. Any appliances used will need to be cleaned including the stove, refrigerator, microwave, sink and island.
8. Any kitchen utensils used for your event will need to be cleaned and put back in place.
9. Please bring your own dish cloths, if needed.
10. If you wish to use the overhead projector, TV and sound system, please let staff know ahead of the event.
11. Tables and chairs are available. We ask that coverings be used on the tables.
12. Restrooms will need to be swept and trash removed. Please report any problems. Make sure the toilets are flushed before you leave for the day.
13. If damage should occur for any reason, please let staff know.
14. If damages exceed deposit, a bill will be sent to the renter for the cost of damages to be paid for by renter.
15. The key will need to be picked up during Dickinson County Heritage Center hours of operation before event. The key needs to be returned to staff when the museum is open or left in the drawer by the refrigerator.
16. No smoking of any kind on Heritage Center grounds.
17. Do not prop doors open.
18. No glitter of any type.
19. No pets are allowed in the facility.
20. Please turn lights off when done with your event.

I have read and understood all rules for renting Heritage Hall. I have also filled out the rental agreement for Heritage Hall to the best of my abilities.

Signature

Date

Policy for Heritage Hall

Heritage Hall was built in 2024-2025 with the idea of a multipurpose room for the historical society activities and events. The public will be able to rent for a fee.

The Historical Society is responsible for:

- Having Heritage Hall clean
- All technology in working order
- Bathrooms in working order
- Kitchen appliances in working order
- Heating and/or air conditioning running ahead of group gatherings
- Building is sound and safe for occupancy
- Making sure groups hosting events carry insurance (homeowner at minimum)

If one of these items is not in working order, whether due to age or damage, it needs to be addressed by staff or volunteers before the next event. If this is not possible, then the group that will be renting the building will need to be notified.

Renter will need to give notice a minimum of 30 days ahead of the event unless the group is here on a monthly basis (i.e.: quilting group; historical music group; genealogy; 4-H/Scouts). These types of groups will need to sign up with the office manager and they will be asked for a donation for use of the space as set by the Board of Trustees.

Deposits and rental fees are to be taken the day the rental contract is signed. Deposit will be returned approximately 2 weeks after use by the renter. If the renter cancels within one week of event, the deposit will be forfeited. If any damage takes place, we will keep the amount of deposit to cover the cost of damage. If costs exceeds the deposit, an invoice will be sent to the renter to cover the rest of the damage cost.

Deposit will be returned to renter if acts of God were to occur and we cannot provide a space for the renter.

We will carry insurance that will protect the Historical Society.

If an act of God or bad weather should happen during an event, the group will take shelter in the library area for safety. Volunteer or staff will show renter where this area is ahead of event.

If the group would like to go through the museum, there will be an additional charge. Admission charge will be the standard group rate.