



MARATHON COUNTY HISTORICAL SOCIETY
410 McIndoe Street
Wausau, WI 54403
(715) 842-5750
Fax: (715) 848-0576
info@marathoncountyhistory.org
www.marathoncountyhistory.org

ROOM RENTAL CONTRACT

Name: _____ Phone: _____
Company: _____ Cell/Work: _____
Address: _____ E-mail: _____
City, ST Zip: _____ Member: Yes No
Non-Profit: Yes No

EVENT INFORMATION

Date: _____ Event Type: _____
Time: _____ Event is For: _____
(Total time from beginning to end, up to 4 hours.)

of Guests: _____

Summary of Rental Charges

Room(s) Rented: Historic Living Room (\$105)
 Historic Dining Room (\$105)
 Lower Level Conference (\$175)

Room Rental Charges: _____

Additional Fees

_____ Hours over 4 hours @ \$15/hr: _____
_____ Hours beyond normal operating hours @ \$20/hr: _____
_____ Round Tablecloths @ \$15 each: _____
_____ Banquet Tablecloths @ \$20 each: _____
_____ Dining Room Tablecloth @ \$50 each: _____

Subtotal:

Less 10% Member/Nonprofit Discount: _____

Refundable Damage Deposit (\$50 per room): _____

TOTAL RENTAL CHARGES: _____

RENTAL TERMS

RENTAL AGREEMENT:

In accepting the use of the rental facilities within the Marathon County Historical Society’s Woodson History Center, the renter accepts that this is a historical society/building, museum, and library and that it will be open to the public during normal operating hours. *Renters and their guests are expected to follow acceptable museum etiquette, and children are to be supervised at all times.*

I understand and agree to the terms of this rental contract. I also understand that noncompliance to the terms, failure to clean-up after my event, and/or damage incurred to the Woodson History Center or grounds is my responsibility. Noncompliance will result in no less than the forfeiture of my damage deposit. Expenses incurred by the Historical Society for extra cleaning and/or damage repair will be my responsibility.

Signature of Responsible Party

Date

PAYMENTS

Date: _____
Amount: _____
Method: _____
Received By: _____
Balance: _____

Date: _____
Amount: _____
Method: _____
Received By: _____
Balance: _____

Date: _____
Amount: _____
Method: _____
Received By: _____
Balance: _____

RENTAL TERMS

Reservations:

1. Reservations for your event must be made through the Marathon County Historical Society.
2. A 50% down payment of the total rental charges (including damage deposit) is required at the time the reservation is made. The remaining balance is due 30 days prior to the scheduled rental. The date will *NOT* be held unless the down payment is received.

Payments & Pricing:

1. Rental contracts for the Woodson History Center include four hours from arrival to clean-up. All listed prices are subject to change and availability.
2. There is a \$15 non-prorateable fee for each hour after the contracted four hours.
3. The normal operating hours of the Marathon County Historical Society are Tuesday – Friday from 9:00 am to 4:30 pm and Saturday – Sunday from 1:00 pm to 4:30 pm. There is a \$35 non-prorateable staffing fee for each hour outside of the above hours.
4. The room rental charge includes any set up that the Marathon County Historical Society needs to do before the event. This includes setting up tables, chairs, tablecloths, or moving furniture.
5. Tablecloths are available to be rented for the event. The charges are as follows: \$10 each for a 60” round table tablecloth, \$15 each for a banquet size tablecloth, and \$45 for the dining room table tablecloth. *(Prices subject to change without notice.)*

Venue Terms:

1. **NO** smoking or open flames of any kind – **NO** exceptions.
2. Decorations (with nails, staples, tape, etc.) are not allowed unless previously discussed with and approved by the Marathon County Historical Society staff.
3. **Limited wine or champagne to be used for toasting is allowed on the premises. Hard liquor and red wine are not allowed.** The renter is responsible for obtaining a liquor license if one is required. The Marathon County Historical Society does not provide or sell liquor.
4. Limited parking is available behind the building. **Parking in the First United Methodist's parking lot is not included in the rental or permitted unless you have made prior arrangements with them.** Please contact them immediately at (715) 842-2201.
5. The renters and their guests, staff, and/or volunteers are asked to stay within the area(s) contracted, with the exception of the use of the catering kitchen, public spaces, and restrooms.
6. Children must be supervised at all times.
7. Exhibit Gallery Access:
 - a. All exhibit galleries will remain open for viewing during normal operating hours.
 - b. For rentals after or beyond normal operating hours, our permanent exhibit will remain open for the first 60 (sixty) minutes of the rental period. Additional galleries and extended viewing time may be available for an additional fee.
 - c. **Food and beverages are not allowed in the exhibit galleries.**
 - d. **Flash photography is not permitted in exhibit galleries.** Commercial use of any Marathon County Historical Society images/photography is not permitted without prior consent.
8. If food is provided with your event, we recommend using a catering service. The catering service should contact the Marathon County Historical Society to make proper arrangements.
9. Use of any items/dishes from the catering kitchen is NOT allowed without prior arrangements.
10. Exterior signs used to indicate the location of the event must be previously discussed and approved by the Marathon County Historical Society. *Use of the Woodson History Center's sign is not allowed.*
11. **NO** political advertising, controlled substances, or firearms allowed on the premises.
12. Entry and stairways cannot be blocked by guests, tables, or decorations per fire codes.
13. The renter is responsible for clean-up of the room immediately following the event, including clearing the premises of all personal items, papers, food, etc. *The room must be returned to the condition in which it was found.*

Damage & Refundable Deposit:

1. The renter assumes all responsibility for any damage, other than normal wear and tear, as a result of their guests, staff, volunteers, and/or any individual(s) on or near the facilities and equipment as a result of the renter's use of the facilities and equipment under this contract,.
2. A \$50.00 refundable damage deposit per room rented is required. The Marathon County Historical Society will retain this deposit if the conditions of this contract have not been met, the area rented has not been properly cleaned, and/or any damage has occurred. This deposit may also be retained if the event exceeds the maximum time allowed. The renter will be invoiced for any cleaning/repair costs exceeding the \$50.00 damage deposit. If all the conditions of the contract are met, the damage deposit will be fully refunded and mailed to the renter following the event.

Cancellations by Marathon County Historical Society:

The Marathon County Historical Society retains the right to cancel this contract with written notice at any time for the following reasons: misrepresentation of the event, any payments returned by the bank for insufficient funds, threats of violence towards Historical Society employees, theft or damage of rental facility property, and/or failure to abide by the terms and conditions of this rental contract. The Marathon County Historical Society shall be allowed to keep the entire amount of the contract in the event of cancellation due to any reason specified in this paragraph.

Cancellations by Renter:

1. Written notification must be received by the Marathon County Historical Society at least 90 days prior to the event to qualify for a full refund.
2. If written notice is received less than 90 days prior to the event, the Marathon County Historical Society will retain the 50% down payment and will refund any additional payments.
3. If written notice of the cancellation is received less than 2 weeks prior to the scheduled rental, the Marathon County Historical Society will retain 100% of the rental charges.
4. In all circumstances, the refundable damage deposit will be returned.

Please remember that the Marathon County Historical Society's primary mission is to serve as a museum and a library, and we ask that you respect the space around you. Thank you.

Initial: _____

NOTES: