

*Milton Historical Society  
P.O. Box 112  
Milton, Delaware 19968*

## **RENTAL POLICIES & AGREEMENT**

Thank you for considering the Milton Historical Society (MHS) for your event. To schedule a visit to view the museum and discuss your event, please call the office at (302)684-1010. Museum availability, right to refuse service, and rates are at the discretion of the Executive Director, in consultation with the Executive Committee of the Board of Trustees.

### **Facilities**

The museum's Donovan Annex space and the grounds are available for rent. The main exhibit hall may also be accessible during the rental function at the discretion of the Executive Director. The capacity of the available space varies depending on the type of event. The maximum number of guests for any rental shall not exceed 80. There is ample space for parking cars, but all cars must be parked in designated areas. With the exception of the bathroom area, dressing facilities are not available. A MHS staff member and possibly volunteer(s) will be present during the event to ensure the security of the museum's facilities and collection, but shall not, without prior agreement, serve as staff for the rental function. Out of consideration for our neighbors, guests, food service, and cleaning people must be offsite by 11:00 pm.

### **Rates**

Daily Rate (suggested for weddings or large parties): \$700. Daily rates allow for a four (4) hour function, a two (2) hour set up, and a one (1) hour cleanup.

Hourly Rate (suggested for meetings or smaller get-togethers): \$125/hour plus a \$75 cleaning fee. Two hour minimum.

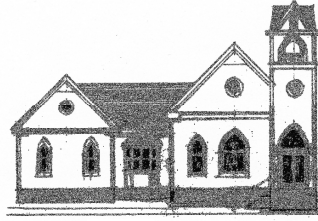
The total rental fee is due two weeks prior to the event.

### **Security Deposit**

A date is not considered reserved until a security deposit of \$250 is received and both the renter and MHS management sign this Rental Agreement. The Executive Director, in consultation with the Executive Committee of the Board of Trustees, may waive the requirement of a security deposit, if it is determined that the event is of a type and duration that would not present a risk of damage to the property. The security deposit is refundable if notice of cancellation is given at least 2 weeks prior to the event. Lessee accepts responsibility for the total cost of any repairs to the MHS or its grounds, with MHS first applying the amount of the security deposit to any costs and invoicing Lessee for any balance. In the event the balance is not paid within thirty days of issuance of the invoice, Lessee shall be responsible for all costs associated with collection of any amount for damages, including, but not limited to, attorneys fees. The security deposit will be refunded upon determination of sufficient clean up and lack of damage following the event, not to exceed ten days from the date of the event.

*The Milton Historical Society is a 501 c3 non-profit organization. All donations are tax-deductible in accordance with IRS regulations.*

302-684-1010 [www.historicmilton.org](http://www.historicmilton.org) [info@historicmilton.org](mailto:info@historicmilton.org)  
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## **Rules & Regulations**

**The Milton Historical Society is first and foremost a museum and its integrity as such must be maintained.**

No exhibits may be moved or changed in any way without the oversight of the Milton Historical Society staff. Nothing may be attached to the building (inside or out)—no tacks, nails, push pins or tapes.

The museum and grounds must be left clean. The lessee is responsible for all clean-up, including removal of trash, recyclables, rented equipment, etc. All food/drink clean-up must be done immediately following the event. Failure to do so will result in forfeiture of the security deposit. Food disposal must be done according to direction of MHS staff and MHS reserves the right to require food and other trash be removed from the premises.

No food preparation is permitted in the building. There are no facilities for dishwashing. There is one slop sink for janitorial purposes only. Washing of plates, glassware etc. must be done off site.

No lit candles, smoking, portable ovens (sterno), or open flame of any kind is permitted. Flowers and plants must be approved in advance and in appropriate containers to avoid stains on floors and surfaces.

## **Equipment**

There are four (4) 6 foot tables available for the lessee's use. All other equipment is the responsibility of the lessee. MHS reserves the right to not permit any equipment in the facility that may cause damage or require the movement of exhibits.

## **Insurance & Liquor Liability**

You are obligated to provide a Certificate of Liability Coverage, including liquor liability, which names as an additional insured and indemnifies the Milton Historical Society and its Board Members in the amount of at least \$500,000. If satisfactory evidence of insurance is not received by the MHS at least two weeks prior to the event, the MHS may at its option, cancel. The Executive Director, upon consultation with the Executive Committee of the Board of Trustees, may reduce or waive this requirement if it is determined that the event is of a type and duration that would not present a risk of damage to the property.

A liquor license (provided by the caterer) is required to be provided by the lessee. Delaware law does not allow persons under the age of 21 or any intoxicated persons to consume alcoholic beverages. It further requires that alcohol be served by a person with adequate training to ensure compliance with these provisions. The lessee will be fully responsible for enforcing these laws and for providing the appropriate licenses and a properly trained server.

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**Brief Description of Event (number of people, type of function, time, duration, special needs)**

Date & Time: \_\_\_\_\_

Type of function: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Notes on flowers, musicians, food & beverage service:

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The undersigned has read and agrees to abide by all the MHS's policies and will assume responsibility for any damage done to the museum, its contents, or grounds during the rental period and occurring as a result of using such facilities, including damage by attendees. Furthermore, I, my vendors, agents, employees, and guests will attend and use MHS's facilities at our own risk.

The MHS, its trustees, staff, successors, and legal representatives shall not be liable for any damage arising from personal injuries sustained by any such person on the premises and I assume full responsibility for such damages. The MHS, its trustees, staff, successors, and legal representatives shall not be liable for any equipment, property or personal belongings, whether rental or otherwise, which are used or left on the property in connection with an event. In consideration of being granted the right to use MHS facilities, we hereby release and hold harmless MHS Museum, its trustees, staff, successors, and legal representatives from any and all claims, demands, or rights of action rising out of such use of the property or facilities.

I have read and understand the foregoing assumption of risk and release statement and agree to abide by the contents of this RENTAL POLICIES & AGREEMENT document.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

Signature of MHS Representative \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Rental approved

On:

By:

Security Deposit received on \_\_\_\_\_

Reserved Date \_\_\_\_\_

Amount Due \_\_\_\_\_ Date Amount Due \_\_\_\_\_

Final Balance Received \_\_\_\_\_

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