



**THE GREAT LAKES
HISTORICAL
SOCIETY**

480 Main Street • P.O. Box 435 • Vermilion, Ohio 44089 • (440) 967-3467 • (800) 893-1485 • www.inlandseas.org

Inland Seas Maritime Museum Facility Rental Agreement

Please complete the following information and sign on reverse.

Name of Renter/Group: _____

Event/Type of Event: _____ Number of People: _____

Rental Date: _____ Time: _____ to _____

Contact Person (if not listed above): _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone No.: _____ Evening Phone No.: _____

E-mail Address: _____

Caterer: _____ Caterer's Phone No.: _____

Terms and Conditions:

1. Evening rentals are available **after the museum closes at 5:00 p.m.** All events must be scheduled in advance and may not conflict with The Great Lakes Historical Society's calendar of events or the museum's daily operations.
2. Parties may be set up prior to 5:00 p.m., provided this has been arranged with the Executive Director or Event Coordinator.
3. The museum is open seven days a week. For that reason, daytime availability of the museum facility for rental purposes is limited, and will only be considered on a case-by-case basis.
4. Rental of the facility is **restricted to the museum and its grounds**. The library, administrative offices, and shipwreck research center are off limits and are not part of the rental agreement.
5. At this time the museum is not fully handicapped accessible; access to the lower level is by stairway only.
6. **Rental Fee.** Rental of the museum includes access to the grounds, restrooms, and the kitchen (galley) areas. (*The museum store is not open for business during evening hours.*) The **rental fee is \$750 for up to 5 hours and 100 people**. Add **\$2.00 for each additional person** and **\$45 for each additional hour**. Please note that the type of function will determine, and may limit, the number of people who can be accommodated.
7. **Deposit.** To hold and guarantee a particular date, a **\$250 deposit is required immediately**. This deposit will be credited towards the rental fee. **Any cancellations must be made in writing. If the contracted event is cancelled within twenty-one (21) or less days prior to the scheduled rental date, the museum will retain the \$250 deposit as a cancellation fee.**
8. **Balance of rental fee.** The balance of the rental fee (\$500, unless the event goes beyond 5 hours or 100 people) **is due seven (7) days prior to the event**.
9. The museum may, at its sole discretion, request that the renter provide either (a) extra security at the renter's expense, and/or (b) a breakage bond, to be provided with the balance of the rental fee.
10. Positively **no smoking** is allowed in the facility at any time.
11. Because the museum does not have a license, **alcoholic beverages may be served, but not sold**, on the premises. The renter is responsible for all guests and their safety as it relates to the consumption of alcohol.
12. The use of illegal drugs or other abusive substances is **strictly prohibited** on the museum premises.

13. Background music is permitted. However, due to space restrictions and the value of the museum's collection, **no dancing** is permitted inside the museum.
14. Guests shall refrain from placing food or beverages on the museum's exhibits.
15. If the renter would like the museum exhibits to be available to guests, such a request must be made in advance. Museum exhibits must be turned on or off by museum staff members only. Young children are welcome to explore the exhibits, provided they are accompanied and supervised by an adult.
16. Guests may go out onto the upper level balcony, weather permitting. Please make sure young children are accompanied by an adult. Please note that the lower level doors are tied to the alarm system and are locked at all times for security purposes.
17. Please **do not move any of the items** in the museum. Museum displays are permanent and generally cannot be moved. If you wish to have something that is not part of a permanent display moved, please make a request in advance. The museum will arrange for staff members to move the item in question, if possible.
18. The museum does not have a catering service. The museum can provide a list of local caterers and other vendors. The museum does not recommend any one particular caterer or vendor.
19. Caterers **may not actually prepare (i.e., cook) food** in the museum kitchen (galley). The galley is to be used solely as a staging area for the caterer.
20. The caterer is expected to provide everything needed to serve guests, and should refrain from using the museum's kitchen supplies. Additionally, the caterer is responsible for cleaning up the kitchen area after the function, including any spills on the counters or floors.
21. The rental party and/or caterer may not use the museum's waste receptacles to dispose of garbage or refuse generated from the event. **The removal of all garbage and refuse from the premises is the sole responsibility of the rental party and/or caterer.** Please note: the kitchen (galley) does not have a disposal unit.
22. The **rental party/caterer is responsible for setting up tables and chairs** for the function. The museum has, and can provide, some chairs and tables for a limited number of people. Please advise, in advance, if you wish to use these tables and chairs. Otherwise, you may rent tables and chairs from an outside source.
23. Tent rental is feasible on the museum grounds. Please inquire in advance. The museum can provide a list of tent suppliers upon request.
24. The museum **does not provide audio/visual equipment**. If such equipment is used, please inquire about outlets and wattage needs in advance. Note that all cords must be taped down in a safe manner in order to prevent accidents.
25. Rented tables, chairs, tents, equipment, decorations, plant materials, and other material must be picked up from the museum premises by no later than noon the following day, or if the event is held on a weekend, by noon the following business day.
26. For insurance purposes and due to the value of the museum's collection and archival material, **the use of candles is strictly prohibited** inside the premises.
27. The Society will ensure the restrooms are stocked with hand soap and paper supplies in advance of the event.
28. To make sure the museum can accommodate all of the rental party's needs, please keep the museum informed of any changes, requests, or special needs as far in advance as possible.

The details of this agreement should be shared with your caterer. **Please provide your caterer with a copy of this contract.** If you have any questions, please call the museum at (440) 967-3467, extension 5, or (800) 893-1485, extension 5. Please complete the information on this agreement, sign and date it below, and return it with your deposit to:

The Great Lakes Historical Society
 Attn: Facility Rental
 P. O. Box 435
 Vermilion, Ohio 44089

Renter Signature: _____

Print Name: _____ Date: _____

For Office Use Only	
Approved By: _____	Date: _____