



TIPTON COUNTY
M·U·S·E·U·M
VETERANS MEMORIAL
NATURE CENTER

RENTAL AGREEMENT

Today's Date _____

Date of Event _____

Projected Attendance: _____

APPLICANT'S NAME: _____

ORGANIZATION NAME: _____

Primary Phone No.: _____ Secondary Phone No.: _____

MAILING ADDRESS: _____

CITY: _____ ZIP: _____

ORGANIZATION TYPE: () City () Civic, Non-Profit () Commercial () Private () Government

FACILITY AREA(S) DESIRED _____

PURPOSE: _____

EQUIPMENT NEEDED: _____

The facility will be reserved in the applicant's name for the date and times requested upon completion of this agreement as well as full payment of rental fees and the security deposit.

Non-refundable rental fees are \$100 or \$150 per hour depending on time and dates,

RENTAL TIME BEGINS WITH SET-UP & ENDS WITH COMPLETION OF CLEAN-UP

Start Time: _____ End Time: _____

_____ Hours x \$100.00 (per hour) OR \$150 (per hour after 5PM T-F, after 3PM on Saturday, or anytime on Sunday and Monday) = _____ Rental Fee

AFTER HOURS RATE IS \$150 PER HOUR

Any additional time will be billed to the applicant in half-hour increments at above stated rental fee. A \$150.00 security deposit will be collected separately from the rental fee. In the event the facility/area(s) have not been appropriately cleaned following the event, the applicant will forfeit the security deposit to the Museum.

The undersigned hereby makes application for the use of the Tipton County Museum facilities by the above named individual or organization and affirms that all information is current and correct. The undersigned further states that he/she has the proper authority to make this application for the above-named organization

and as their representative, agrees that the organization will observe all rules and regulations. The applicant will exercise these regulations with the utmost care in using the Museum facilities and property. The applicant will be responsible for the repairs of any damage arising from the applicant's use of the Museum facilities and property and agrees to adhere to the following rules and regulations:

- Renters arrive and leave promptly at specified time.
- NO SMOKING in the Museum facility.
- NO ALCOHOL in the Museum facility or on the grounds.
- NO FOOD OR DRINK in the Museum exhibit area.
- NO DRUGS, profanity, or other inappropriate behavior, are allowed on the premises.
- No unattended children in the Museum exhibit area.
- Renter and chaperons (when required) will be responsible for leaving the facility/area as clean as was found; **including** bathrooms, parking lot, and grounds. This includes, but is not limited to, removal of all foodstuff, disposal of all garbage, cleaning of tables, chairs and counters, sweeping and mopping (as necessary) the Conference Room floor.
- If facility damage occurs or excessive clean up is needed, the renter may be held liable for an amount over and above rental fees and security deposit. Example: stains or spills.
- Obey all facility policies; any problems can result in immediate closing of event and being denied future rental privileges.

RENTER AGREES TO ABIDE BY ANY ADDITIONAL POLICIES ADOPTED BY THE TIPTON COUNTY MUSEUM BOARD OF DIRECTORS AND ACKNOWLEDGES RECEIPT OF SUCH POLICIES.

APPLICANT'S SIGNATURE

DATE

OFFICE USE ONLY BELOW THIS LINE

RENTAL FEE PAID: _____
AMOUNT DATE CHECK # or CASH

SECURITY DEPOSIT COLLECTED: _____
DATE CHECK# or CASH

Rental Agreement accepted by: _____
Employee Signature Date

EVENT ATTENDANT: _____ CHECKOUT TIME: _____

SECURITY DEPOSIT RETURNED: _____ / WITHHELD: _____
DATE DATE

Reason for withholding security deposit:

SIGNATURE

DATE