

MCHS RENTAL FEE SCHEDULE AND REGULATIONS

Facility (Capacity)	Day Rate (to 5PM)	Evening & Weekend rate
Museum Lounge (80) or Zion Church Sanctuary (80)	100.00	125.00
Zion basement (42)	100.00	125.00
Wedding package	250.00	250.00
Gazebo	50.00	50.00
Tent Space	50.00	50.00
Electricity outside	25.00	25.00
Set up fee	25.00	25.00

Reservations cancelled within 30 days of scheduled event are subject to a \$25.00 cancellation fee.

Representative/Organization: _____

Phone: _____ Address: _____

City _____ State: _____ ZIP _____

Event Date: _____ Time of Use: _____ to _____

Estimated Attendance: _____ Actual: _____

Description of Event: _____

Space to be Used: _____

50% deposit and \$100.00 damage deposit is required at the time of reservation.

(Damage deposit will be held & refunded after final approval)

***Please enclose a separate check for the damage deposit of \$100.00**

Damage Deposit	\$100.00 * (chk# _____ returned on _____)
Rental fees	\$ _____
\$20.00 Membership discount	\$ - _____
TOTAL	\$ _____
Deposit	\$ _____
Balance Due:	\$ _____

Signed (Renter) _____ Date _____

Signed (MCHS) _____ Date _____

Madison County Historical Society
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Winterset, IA 50273
515-462-2134
mchistory@i-rule.net
www.historyonthehill.com

I. GENERAL POLICIES

- A. Use of the facilities must be approved by the manager or MCHS representative.
- B. The buildings or complex space may not be used for political, personal or religious fund-raising activities. Fund-raising activities by recognized organizations may be allowed with prior approval.
- C. The Madison County Historical Society assumes no liability for any damage to any vehicle or its contents while in the designated parking areas.
- D. Smoking is **not** permitted in the buildings.
- E. No liquor is allowed with the exception of wine or champagne for receptions.
- F. Nothing may be pinned, stapled or taped to building walls, floor or furniture.
- G. One adult must be present for every ten (10) young persons under the age of twelve (12).
- H. The Bevington-Kaser House is not available for dressing or shelter.
- I. Storm shelter is limited to Zion basement or museum basement.
- J. Activities must be concluded by 10:30pm.
- K. Lockable rooms or spaces may not be left unattended. Do not leave the building until the manager or a board member arrives to lock the doors.

II SCHEDULING

- A. Events will be scheduled and conducted so as not to interfere with daily operations.
- B. If an outdoor event is scheduled and inclement weather develops, inside space may not be available.

III FOOD, DRINK and CLEANUP

- A. Food, drink and food service will be permitted only in designated areas.
- B. Catering of food and beverages is permissible with prior approval. Limited kitchen facilities are available.
- C. Renters will be responsible for removal of all food, containers, trash and rental equipment at the completion of the event. Kitchen, tables, chairs and floors should be left clean.
- D. Tablecloths are available for use but not to be removed from the building. If a tablecloth is lost a \$25.00 charge will be billed to organization representative. If stains should happen, notify manager or board member.
- E. It is the responsibility of rental party to set up and clean up including taking down chairs and tables.