

Name: _____

Event Time & Hours: _____

Event Day & Date: _____

Number of Guests: _____

APPLICATION FOR RENTAL OF CONCORD HERITAGE CENTER VENUES

Type of event to be held: _____

Date and time requested: _____ Start: _____ End: _____

Name of individual and/or organization: _____

Address: _____

Phone: _____ Email: _____

Outside vendors to be used by Renter giving name, contact person, and phone/email:

Event coordinator: _____

Caterer: _____

Beverages: _____

Music: _____

Other: _____

Liability insurance is required. If alcoholic beverages will be available, an Alcoholic Beverage Control permit and a Concord permit are required. If more than 100 attend or alcoholic beverages are served or sold, a security guard must be hired.

Projected costs:

Security deposit: \$500 Received date: _____ \$ _____

Security guard: \$100 Reason: alcohol guests \$ _____

Decorating: \$50 an hour \$ _____

Portable interior sound system: \$50 \$ _____

Venue	Weekend (F, Sa, Su)	Weekday	Total
<u>Betty Martin Barnes Hall</u>	\$200 per hour	\$150 per hour	\$ _____
<u>Foskett Brown Fireplace Room</u>	\$100 per hour	\$100 per hour	\$ _____
<u>Gardens & Gazebo</u>	\$150 per hour	\$150 per hour	\$ _____

Wedding Packages (G&G \$1,500; BMBH \$2,500; CP \$3,900): \$ _____

TOTAL COST FOR EVENT: \$ _____

50% of total cost Date paid: _____ \$ _____

Balance of total cost due \$ _____

Balance due date: _____ Date paid: _____

Concord Historical Society Rental Coordinator signature: _____ Date: _____

Renter signature: _____ Date: _____

CONCORD HERITAGE CENTER RENTAL AGREEMENT

Name: _____
Date: _____
Event: _____

The person signing this Agreement (Renter) is the individual or authorized representative of an organization wishing to use venue(s) in the Concord Heritage Center (Center) for a private event; is 21 years of age or older; and the event is a private affair by invitation only and will not be open to the public.

The Concord Historical Society (Society), represented by the Rentals Coordinator (Coordinator), agrees to rent to the Renter and the Renter agrees to rent from the Society:

Individual venue:

____ Betty Martin Barnes Hall in the Event Center (Hall)

____ Number attending
____ Number of hours
____ Number of hours decorating and undecorating (2 hours free)

The Hall: \$200/hour with a required 3 hours minimum, and may be rented singly or in any combination with the Room and/or Gardens. Included in rental fee is set up/take down of tables and chairs for up to ____ people or set up of chairs only for up to ____ people.

____ Foskett Brown Fireplace Room in the Event Center (Room)

____ Number attending
____ Number of hours
____ Number of hours decorating and undecorating (2 hours free)

The Room: \$100/hour and may be rented singly or in any combination with the Hall and/or Gardens. Included in rental fee is set up and take down of tables and chairs for up to 30 people or set up of chairs only for 49 people.

____ Galindo Gardens and Gazebo (Gardens)

____ Number attending
____ Number of hours
____ Number of hours decorating and undecorating (2 hours free)

The Gardens: \$150/hour with a required 3 hours minimum, and may be rented singly or in any combination with the Hall and/or the Room. Included in rental fee is set up and take down of chairs to seat up to ____ people and pop-up tents to seat up to ____ people. There is outdoor lighting and an electrical outlet in the gazebo.

Wedding Package: Wedding packages include the use of the Room, the second-floor bathrooms as bridal rooms for dressing and changing, 90 minutes of rehearsal time, and are:

____ Galindo Gardens (GG)

____ Number attending
____ Number of hours
____ Number of hours decorating and undecorating

GG: \$1,500 for 4 hours and includes set up and take down of up to 150 chairs and pop-up tents to seat up to 100. There is outdoor lighting and an electrical outlet in the gazebo.

____ Betty Martin Barnes Hall (BMBH)

____ Number attending

____ Number of hours decorating and undecorating

BMBH: \$2,500 for 8 hours and includes set up and take down of up to 150 chairs and 13 round tables (seating 8 each).

____ Combination Package (CP)

____ Number attending

____ Number of hours decorating and undecorating

CP: \$3,900 for 8 hours and includes set up and take down of up to 100 chairs and pop-up tents to seat up to 100 in the Gardens, set up and take down of up to 13 round tables (seating 8 each) and up to 100 chairs in the Betty Martin Barnes Hall, and Gazebo use for the ceremony.

Equipment: Set-up and take down of the equipment is included in the rental charge. Damage to equipment may result in forfeiture of a portion or all of the security deposit. The following equipment is available:

____ Padded chairs (200 maximum)

____ Garden chairs (150 maximum)

____ 4' round table for Foscett Brown Fireplace Room (seating 6, maximum 5 tables)

____ 5' round table for:

Betty Martin Barnes Hall (seating 8, maximum 13 tables) or

Foscett Brown Fireplace Room (seating up to 30)

____ 6' oblong table for:

Betty Martin Barnes Hall (seating 8, maximum 13 tables) or

Foscett Brown Fireplace Room (seating up to 30)

____ Pop-up tents for shade in the Gardens (each seats approximately 15 people; each are 10' x 10')

____ Portable interior sound system @ \$50

____ Additional or alternative equipment is to be provided by caterers or equipment suppliers at Renter's expense

Security Guard:

____ Pay \$100 for security guard because:

alcohol will be sold

alcohol will be served

more than 100 people will attend

Floor Plan:

____ A floor plan, placement of tables and chairs or just chairs, must be submitted and approved by the Coordinator as a part of the agreement process. No deviation is allowed from the approved floor plan.

Decorating and Clean-up:

____ Renter agrees to limit decorating time to ____ hours before the event and undecorating time to 1 hour after the event. Renter also agrees that no non-Society item will be left on the premises.

____ Renter agrees that time in addition to the 3 specified, if required, will be limited to one hour @ \$50.

Society agrees to rent to Renter and the Renter agrees to rent from the Society on the following terms and conditions:

1. The Galindo Home Museum and its porches are not available for use or rent. Tours of the Museum can be arranged.
2. Reservation of date, if available, will be accepted no more than one year in advance with a security deposit. The security deposit will be refunded to the renter within 30 days after the event if all of the requirements of the rental have been met and there are no penalties, repairs or extra clean up.
3. This Agreement must be signed and one half of the projected cost of the event paid on or before 90 days before the reservation date in order to secure the reservation and guarantee the requested facilities will be available on the requested date. The balance of the projected event cost must be paid on or before thirty (30) days prior to the event date.
4. If the Renter cancels the event more than 30 days prior to the contracted event time, the Society will refund all fees paid except \$100. If the Renter cancels the event less than 30 days prior to the contracted event time the Society will retain \$500 and return all other fees paid. If the security deposit has been paid and the Renter has not cancelled but projected event costs are not timely paid, the reservation will be considered cancelled, and a charge of \$500 will be made to Renter for cancellation.
5. There is no refund for unused time.
6. The facilities will not be open for use prior to or after the renter times. Events MUST start and end by the rented times.
7. The maximum number of attendees cannot at any one time exceed 200 in the Gardens, 150 to be seated at tables or 250 using chairs only in the Betty Martin Barnes Hall, and 30 to be seated at tables or 49 using chairs only in the Foskett Brown Fireplace Room.
8. The hours of rental may begin as early as 9:00 AM and must close no later than 11:00 PM (including undecorating/pick up/cleanup).
9. Renter must obtain a valid Certificate of Liability insurance for the event, including liquor liability if alcohol is to be available, naming the Society as an additional insured. The Certificate of Insurance must be delivered to the Society 30 days in advance of the event. Bodily Injury and Property Damage protection in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate is required. Renter is solely responsible and financially accountable for any and all accidents or injuries to persons or property resulting from the rental use.
10. If alcoholic beverages are to be sold, Renter must obtain a liquor license from the Alcohol Beverage Control as well as Concord Police Department Code Enforcement office. No alcoholic beverage may be served or sold at any event where entertainment for children (birth – 21) is the foremost activity at the event.
11. A list of suggested providers may be obtained from the Coordinator.
12. Chairs, tables, tents or other equipment which Renter obtains from an outside provider to be used during the event should be delivered and removed during a time approved by the Coordinator. Renter is liable for damage to or loss of outside-provider rental equipment. The Society is not liable for damage to or loss of outside-provider rental equipment. The Coordinator, or assistant(s), must be present during the entire delivery period.
13. Toilets are available only inside the Event Center. If, in addition, porta-potties are desired for use in the Gardens, it is the Renter's responsibility to obtain them. Delivery and placement of porta-potties must be supervised by the Coordinator (or assistant(s)) who will advise where they can be located.
14. The Coordinator (or assistant(s)) will be present during the entire rental period, which includes preparation, the event and pick-up after the event. The Coordinator will unlock doors, answer questions, handle emergencies, and assure that equipment rented from the Society is in good order and is set up and taken down as contracted. The Coordinator will not assist in decorating, conducting the event, taking down decorations, picking up nor cleaning up.
15. At the beginning of the rented event time, the Coordinator (or assistant(s)) and the Renter will inspect the venue(s) with the pre-event checklist. Immediately following the event, the Coordinator (or assistant(s)) will go over the post-event checklist with the Renter. Both Coordinator (or assistant(s)) and Renter must sign off on the after-

- event condition of the rented spaces using the checklists. Failure by the Renter to do so will result in an additional charge of \$250 which shall be applied against any damage caused by the event and shall constitute agreement with the opinion of the Coordinator (or assistant(s)) as to condition. Repair and pick up include but are not limited to: repair of damage to landscaping and the exterior of the Galindo Home and exterior or interior of the Gazebo and Event Center, cleaning up spills and removing/disposing of all trash and decorative items used for the event.
16. Renter is responsible for knowing and following emergency exit procedures should an emergency occur.
 17. One hour ahead of the event and one hour after the event are allowed for decorating and to undecorate/pick up. If a second hour is needed for decorating, the charge is \$50.
 18. Renter is required to leave the contracted venues in the condition in which they were rented. Garbage and recyclables must be deposited in provided receptacles, removed from the building and placed in dumpsters. All decorations must be carefully removed during cleanup following the event. All non-Society items brought onto the rented premises by Renter must be removed; if not removed within 24 hours, they will be disposed of. All or a portion of the security deposit may be retained by the Society if damage or residue is caused by the decorations or their mounting, or if other terms of this rule are not satisfactorily met. If an additional day is needed for decoration take down and clean up an additional fee of \$100 an hour will be charged.
 19. Decorations:
 - a. Must be flame-retardant
 - b. Should be limited to tablecloths, centerpieces, chair covers and ribbons
 - c. Displayed on tables, easels or stable, safe and free-standing panels
 20. Permitted: ordinary soap bubbles are permitted in the Gardens.
 21. Prohibited:
 - a. Use of any kind of mounting that will leave even the tiniest indication that something was attached to any part of a building or any Society property; the Society would prefer that nothing be attached to walls or hung/taped on any part of a building
 - b. Use of nails, staples, tacks, pins, scotch tape, masking tape and duct tape in any setting up/mounting any decorations, signs, banners, or flags
 - c. Use of rice, birdseed, glitter, potpourri, flower petals, confetti or loose candy
 - d. Use of open-flame decorations such as (but not limited to) candles, fireworks and tiki torches
 - e. Use of fog or smoke-making machines
 - f. Firearms
 - g. Non-prescription drugs and illegal drugs
 - h. Smoking anywhere on the premises or in any parking lots utilized for the event
 - i. Chewing gum
 - j. Alcohol sold or served to minors (anyone under age 21), and to anyone who appears to be under the influence of drugs or alcohol
 - k. Alcoholic beverages in any parking lot utilized for the event
 - l. Food preparation
 - m. Food and beverages on either porch of the Galindo Home
 - n. Jump Houses or any other inflatable requiring physical interaction
 22. Sound is restricted to systems that project the minimum volume needed for speaking or providing music at an event. Sound shall not be audible beyond the perimeter of the Gardens. Recorded or acoustic music is allowed, as are small live groups approved in advance by the Coordinator. The City of Concord Noise Ordinance will be adhered to by the Renter and loud music which would disturb the neighbors will not be permitted. Violation of this restriction will be a breach of this agreement and result in immediate termination of the event. A portion of or all of the security deposit may be retained if the Society is notified during or after the event of a noise level violation.
 23. Off-street parking for 41 cars is available in the lot behind the Galindo Home. There is a small overflow parking area with two ADA parking spaces behind the Event Center. Public parking garages are within walking distance.

Valet or other parking arrangements must be made by Renter.

24. If damage to the rental area or equipment occurs during the rented time, or if additional clean-up or repair is required, or if a complaint of noise or nuisance is received by the Society after the event, or if the maximum number of agreed-upon attendees is exceeded, all or a portion of the security deposit may be retained. Damage, noise and other charges are not limited to the amount of the security deposit.
25. The Coordinator should receive written notice of an event cancellation by Renter at least 30 days prior to the reserved event date. All projected event costs and the security deposit paid, less \$100, will be refunded by the Society within 30 days. If the reservation date is cancelled with less than 30-days notice to the Society, \$500 will be retained by the Society.
26. If a Renter wishes to change a reservation date, a \$50 change-of-date fee will be assessed. Change of date is subject to availability.
27. The Coordinator is responsible for the facility and may request police assistance at any time to prevent abuse of privileges and enforce venue rules and regulations. If damages or behavior of the renting group warrant, the event may be stopped in progress, further use of the facilities denied and the renting group required to leave.
28. In event of emergency, natural disaster or other extraordinary circumstances, Society and/or Coordinator reserve the right to reschedule or cancel an event. As much advance notice as possible will be given to the prospective Renter if such circumstances arise. If an event is cancelled by the Society and/or Coordinator, all deposits and fees will be refunded to the Renter, and the Society and/or Coordinator will not be liable for damages to Renter for the cancellation.
29. Renter must obtain approval from the City of Concord if gambling is to be conducted.
30. The following applies if the KITCHEN is to be used:
 - a. Renter is responsible for making sure that providers are aware of and follow the policies in this section numbered 30 and others that may affect them.
 - b. Kitchen will be clean and operational before use by Renter. Kitchen and any equipment used must be returned to the same condition in which it was found. This includes removal of all garbage/trash and wiping down all equipment (Coordinator has list of equipment). In some cases it will be necessary to double-bag the trash (e.g. crab feeds).
 - c. Place trash and garbage in bags provided, then in proper receptacles. Renter is responsible for putting these in the dumpster.
 - d. Written approval of the Coordinator is required if cooking or preparation equipment is to be brought into the kitchen. This includes baking ovens, portable BBQ pits/grills and large food processing machines.
 - e. All rental or catering equipment brought onto the site must be delivered and picked up/removed within the contracted rental period. This includes removal of all Renter's items from the refrigerator.
 - f. Sinks are provided for specific uses. Renter must be sure to use them properly.
 - g. Renter must be aware of very hot water and take necessary precautions to avoid scalding.
 - h. Renter MUST NOT DUMP ANYTHING DOWN THE DRAIN.
 - i. At the end of the event, the Renter and Coordinator must sign that kitchen condition is satisfactory before a security deposit can be refunded. It is expected that Renter or caterer will have notified the Coordinator about any condition that would affect the security deposit.
31. This agreement is personal to the Renter and is not transferrable or assignable.

Society: _____
Concord Historical Society, a corporation, signed by Rentals Coordinator

Renter: _____
Renter Signature Renter's Printed Name

Address: _____

Phone: _____ Cell: _____

Email: _____

Organization:

I certify that I am authorized by this organization to enter into this Agreement on behalf of the organization:

Name of organization (please print)

Signature Print title and name of organization representative

Address: _____

Phone: _____ Cell: _____

Email: _____