

C.H. Moore Homestead DeWitt County Museum

219 E. Woodlawn * Clinton, IL 61727

217-935-6066

General Facility Use Agreement: Barn Reception

This agreement is made this _____ day of _____, in the year _____ by and between The C.H. Moore Homestead DeWitt County Museum (herein referred to as "Museum") and _____ (herein after referred to as "User").

1. PREMISES: The Museum hereby agrees to make available to User the following facilities located on the Museum premises, at the time and on the date(s) and for the purpose(s) indicated: below:

Date _____

Time _____

Location _____

Facilities _____

2. DEPOSIT: The Museum requires a \$100 deposit (separate from the rental fee) upon signing of this contract. The deposit will be refunded if the terms of the contractual agreement are met. (If the deposit is made by credit card, the \$100 deposit will be refunded in the form of a check.)
3. FEE: A \$200 rental fee is also required upon signing of the contract. (Reception fee will be discounted by \$50 if User is also paying for a wedding on the museum premises on the same date.)
4. CANCELLATION: After approval is given, the Museum may terminate this Agreement only for good cause. In the event a wedding is cancelled by the User, the deposit and rental fee will be refunded in full if there has been no cost incurred by the Museum to accommodate the wedding.
5. LIASON: A member of the DeWitt County Museum Association Board of Directors will be assigned to each User. The Museum representative will be responsible for approval of any special requests. The Museum representative will also be present to assist and oversee during the reception. Any requests or concerns should be made or expressed directly to your assigned representative.
6. AVAILABILITY: Reception dates will be accepted based on availability and the Museum calendar. The reception must take place during regular museum hours (Tuesday-Saturday 10am-5pm or Sunday 1pm-5pm) unless another time is approved by the wedding committee and the Museum representative. No receptions will be booked for the months of January, February, March or September.
7. USE RESTRICTIONS: The following restrictions shall apply to the User's use of the facilities:

A. All use of the facilities shall terminate no later than the time and date herein stated, and said Facilities shall be vacated by all persons using the same hereunder at or before such time and date. Any time for User to set-up, tear down and removal of equipment must be budgeted as part of the usage agreement as stated in Section 1 hereof. User will reimburse the Museum for any overtime compensation it is required to pay its staff during such additional time.

B. User shall have the use of the Facilities only for the purposes stated herein.

C. User specifically agrees not to nail, tape, or screw anything to the floor or walls of Facility and shall be responsible for any and all damage to the Facility and to the Museum's personal property therein, or to the property of any third party which is on loan to the Museum, caused by the acts of User or User's agents, servants, employees, patrons, licensees, invites or guests, whether accidental or otherwise; and User further agrees to leave the premises in the same condition as existed on the date that possession thereof commenced. All decorations must have prior approval. All decorations must be removed promptly after the reception. No furniture, wagons, buggies, etc. are to be moved without prior approval and a Museum representative present. _____ (initials required)

D. User shall indemnify and hold the Museum harmless from and against any and all claims, damages, expenses, losses, suits or causes of action (including reasonable attorneys' fees) resulting from or arising in connection with User's use of the Facilities.

E. User will provide the Museum with a certificate of liability insurance at least 30 days prior to the event date.

F. User and guests have permission to use only the main level. No one is allowed on the upper barn floor or lower level.

G. Absolutely no alcohol (unless part of the wedding ceremony/communion) will be allowed on the premises.

H. Absolutely no smoking will be allowed on premises.

I. The Museum does not provide tables or seating. User is responsible for securing, arranging and promptly removing all tables and chairs from the premises.

J. User is responsible for music. Musical arrangements must be pre-approved.

K. Barn receptions are limited to 50 total individuals (wedding party, family, guests, photographers, etc.) total. No exceptions.

9. ELECTRICITY: The Museum provides electrical outlets, however, User must furnish all extension cords. Extension cords and additional electrical needs must be pre-approved by Museum representative.

10. TOILETS: Outdoor flushable toilets and sinks are available May 1st – October 15th.

11. KITCHENETTE: User is welcome to use the kitchenette. However, User must furnish all utensils, cooking items, tableware, kitchen equipment, etc. There is no running water in the kitchenette. All food must be prepared off-site.

10. CANCELLATION POLICY: In the event a wedding is cancelled, the deposit and fee will be refunded in full if there has been no cost incurred by the museum to accommodate the wedding.

11. ETC.: Those matters not herein expressly provided for shall be decided by the Museum and/or its representatives or agents and such decisions shall be binding upon the User.

12. SPECIAL ARRANGEMENT/REQUEST (if applicable):

IN WITNESS THEREOF, the parties have executed this Agreement as of the day and year first above written.

Museum Representative (Print)

Signature

Date

User (Print)

Signature

Date

Contact Person Name _____

Complete Address _____

Phone Numbers(s) _____

Payment Received Date _____

Check # _____

Or Credit Card _____

Payment Received by _____

Deposit Refund Mailed Date _____

Deposit Refund Check # _____