



# MEETING ROOM RENTAL AGREEMENT

## **Are you looking for the perfect place to host meetings and special events?**

This tastefully appointed room with a view of Third Street in the heart of downtown Geneva is the perfect place to host a meeting or special event.

Featuring 28' x 32' of space with lecture seating capacity for 80 or table seating for 64, the Mary Hogan Bencini Room features the following options: six foot rectangular tables, 60" round tables, folding chairs, podium, microphone and internal speaker system, projector and screen with computer hook-up, small kitchen with sink, refrigerator and coffee maker.

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# MEETING ROOM RENTAL AGREEMENT

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## GENERAL GUIDELINES

The Geneva History Museum (hereinafter referred to as "GHM") provides the use of meeting room facilities as an additional service to individuals, groups and organizations under conditions established by its Board of Directors. Permission to use a meeting room does not constitute an endorsement by the Board of Directors of the group's policies or beliefs. GHM Board of Directors and/or Executive Director reserve the right to deny permission to use a meeting room at their discretion.

## EXCLUSIONS

Rentals, which in the opinion of the Board and/or Executive Director, are inappropriate or would interfere with the work of GHM would be excluded from use of the meeting room.

## APPLICATION FOR RENTAL SPACE

An application for use of the meeting room must be made on the form provided, and filed with GHM at least 10 days prior to the rental. Reservations will be taken on a first-come, first serve basis and according to the priorities stated above. When it is necessary to cancel a reservation, GHM should be notified immediately. Cancellations made less than 48 hours in advance of rental date will forfeit their rental fee. GHM reserves the right to cancel reservations if needed.

## MEETING ROOM REGULATIONS (please initial each item as acceptance of regulations)

- \_\_\_ Set-up and clean-up time before and after the event will be added to room rental fee.
- \_\_\_ Use of room after Museum hours will require an additional \$25/hour fee to staff the Museum.
- \_\_\_ GHM is a non-smoking facility. Fire safety regulations of Geneva Fire Department must be followed.
- \_\_\_ Candles, live plants, glitter and/or confetti are not allowed.
- \_\_\_ Museum galleries may be opened depending upon the event, however food and/or refreshments are NOT allowed.
- \_\_\_ Liquor is only permitted for a closed/invitation only event. A copy of your City of Geneva and State of Illinois license must be on file with the Museum 10 days prior and posted during your event.
- \_\_\_ Use of kitchen is an additional \$25. Counters and sink must be wiped down and refrigerator cleared of event food.
- \_\_\_ GHM does not provide storage space for property or assistance in carrying supplies and is not responsible for damage or theft.
- \_\_\_ Nothing may be attached to the walls, windows or ceiling of the meeting room. without permission.
- \_\_\_ GHM displays and signs are to remain intact and may not be altered or removed without permission.
- \_\_\_ Main entrance of Museum must be used for event. Other entrances for loading/unloading only.
- \_\_\_ Restrooms are available for closed/invite only event attendees and Museum patrons only.
- \_\_\_ Children must be attended by an adult.
- \_\_\_ No sale, exchange of goods or merchandise or soliciting of any kind are permitted.
- \_\_\_ All mechanical, technical, and thermostat adjustments will be handled by staff on duty.
- \_\_\_ Renter is responsible for publicizing their event. Posters/signs may only be hung at the Museum on the day of the event.
- \_\_\_ Renter is responsible for bagging and removal of trash to Museum dumpster/recycling bin or take it with you.
- \_\_\_ Renter must be present to accept delivery of outside rental equipment and/or catering, which must be delivered the day of the event during Museum or rental hours.
- \_\_\_ Renter is responsible for the removal and pick up of items brought in from outside rental equipment and/or caterer which must be picked up the same day as the event. GHM cannot be responsible for items left past the rental agreement.
- \_\_\_ Please list the Geneva History Museum as the location of your event in all printing and emails but DO NOT infer that the event is "presented by the Geneva History Museum."
- \_\_\_ GHM reserves the right to make changes to Meeting Room Guidelines without prior notice.

# MEETING ROOM RENTAL AGREEMENT

## INDEMNIFICATION OF GENEVA HISTORY MUSEUM

The user of the meeting room facilities assumes all the risks of loss, damage, or injury by fire or otherwise, to person or property, by reason of the condition of leased premises, or by reason of the management, control or operation thereof, and releases GHM from all claims for such loss, damage or injury sustained by the use, or by an agent or employee of the user, or by any person whomsoever, whether caused by the negligence of GHM, its agents or employees, or otherwise; and the user agrees to indemnify GHM, its successors and assigns, against all claims for such loss, damage or injury sustained by the user, or by any agent or employee of the user, or by any person whomsoever, whether the same be caused by the negligence of GHM, its officers, agents, employees or otherwise.

## FEES

The Geneva History Museum is a non-profit organization with a very small staff. We take pride in operating without government institutions or tax-payer dollars and are especially proud to own this building in Geneva's historic district. Room Rental fees assist with both operating expenses and upkeep of the use of the facility.

The following categories and rates may be amended or changed for specific cases by the GHM Board of Directors or Executive Director. Three hour minimum on all rentals.

Herrington Circle Donors & Non-Profit Organizations:	\$50/hour: Monday - Friday 8 a.m. - 4 p.m., Saturday, 11 a.m. - 4p.m. \$100/hour + \$25/hour for staffing: Monday - Saturday after 4 p.m., or anytime Sunday \$10 LCD Usage \$25 flat rate for use of kitchen (limited to refrigerator, microwave & sink only)
Business, Corporate & Individuals:	\$75/hour: Monday - Friday 8 a.m. - 4 p.m., Saturday, 11 a.m. - 4 p.m. \$150/hour + \$25/hour for staffing: Monday - Saturday after 4 p.m., or anytime Sunday \$10 LCD Usage \$25 flat rate for use of kitchen (limited to refrigerator, microwave & sink only)
Deposit	50% of total Room Rental

A deposit of 50% of the total Room Rental must accompany the signed application. It will be returned if the application is denied or if rental party cancels 10 days or more prior to the rental. Responsible party will pay for any and all damages/ excessive cleaning required. Deposits are held through the date of the rental and will be applied to the cost of the rental. Balance is due before or on the day of the event.

## AMENITIES AVAILABLE

Bencini Room 28' x 32' first floor

80 Folding Chairs	Microphone
8 - 6' Rectangular Tables	Garbage cans
8 - 60" Round Tables	6' x 6' screen and built-in LCD projector *
Easels	Refrigerator, sink & microwave*
Podium	(*Available for additional charge)

Availability of the equipment is subject to it being in operable condition. Staff use of equipment shall be given priority. Meeting room equipment will NOT be loaned outside GHM.

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APPLICATION MUST BE SUBMITTED NO LESS THAN 10 DAYS BEFORE REQUESTED RENTAL

Date(s) of Rental: \_\_\_\_\_

Time Setup Starts \_\_\_\_\_ Event Duration \_\_\_\_\_ Take Down & Clean Up Ends \_\_\_\_\_

Organization: \_\_\_\_\_

Name of Individual Responsible for Rental: \_\_\_\_\_

Address to send Confirmation: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Type/Purpose of Event: \_\_\_\_\_

Event is ☐ Open to the Public ☐ By Invite Only Expected Attendance: \_\_\_\_\_

Is the event a fundraiser or for political or religious purposes? Please explain \_\_\_\_\_

Will Refreshments Be Served? ☐ Yes ☐ No Will Alcohol be Served? ☐ Yes ☐ No

Outside Rental Equipment ☐ Yes ☐ No Outside Caterer? ☐ Yes ☐ No If yes, Name? \_\_\_\_\_

Decorations? \_\_\_\_\_

Amenities & Quantity Requested (Set up is responsibility of renter. Please indicate your set up on floor plan on reverse side):

\_\_\_\_\_ 6 ft. Tables \_\_\_\_\_ 60" Round Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Podium

\_\_\_\_\_ Microphone \_\_\_\_\_ Screen \_\_\_\_\_ Easel \_\_\_\_\_ LCD\* \_\_\_\_\_ Kitchen\* (\*Available for additional charge)

As authorized representative of the above named group/organization, I hereby request the use of the Geneva History Museum facility as indicated and agree to the fulfillment of regulations and payments governing the use of these facilities as outlined in the Meeting Room Guidelines. I agree to personally coordinate and supervise the use of the facility to include set up, deliveries and cleanup. I also agree that I am responsible for the action of anyone attending my event.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## BELOW FOR GHM STAFF USE

50% DEPOSIT received with this application: Amount \$ \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_ Credit \_\_\_\_\_

CARD # \_\_\_\_\_

EXP DATE \_\_\_\_\_ CV CODE \_\_\_\_\_ BILLING ZIP CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

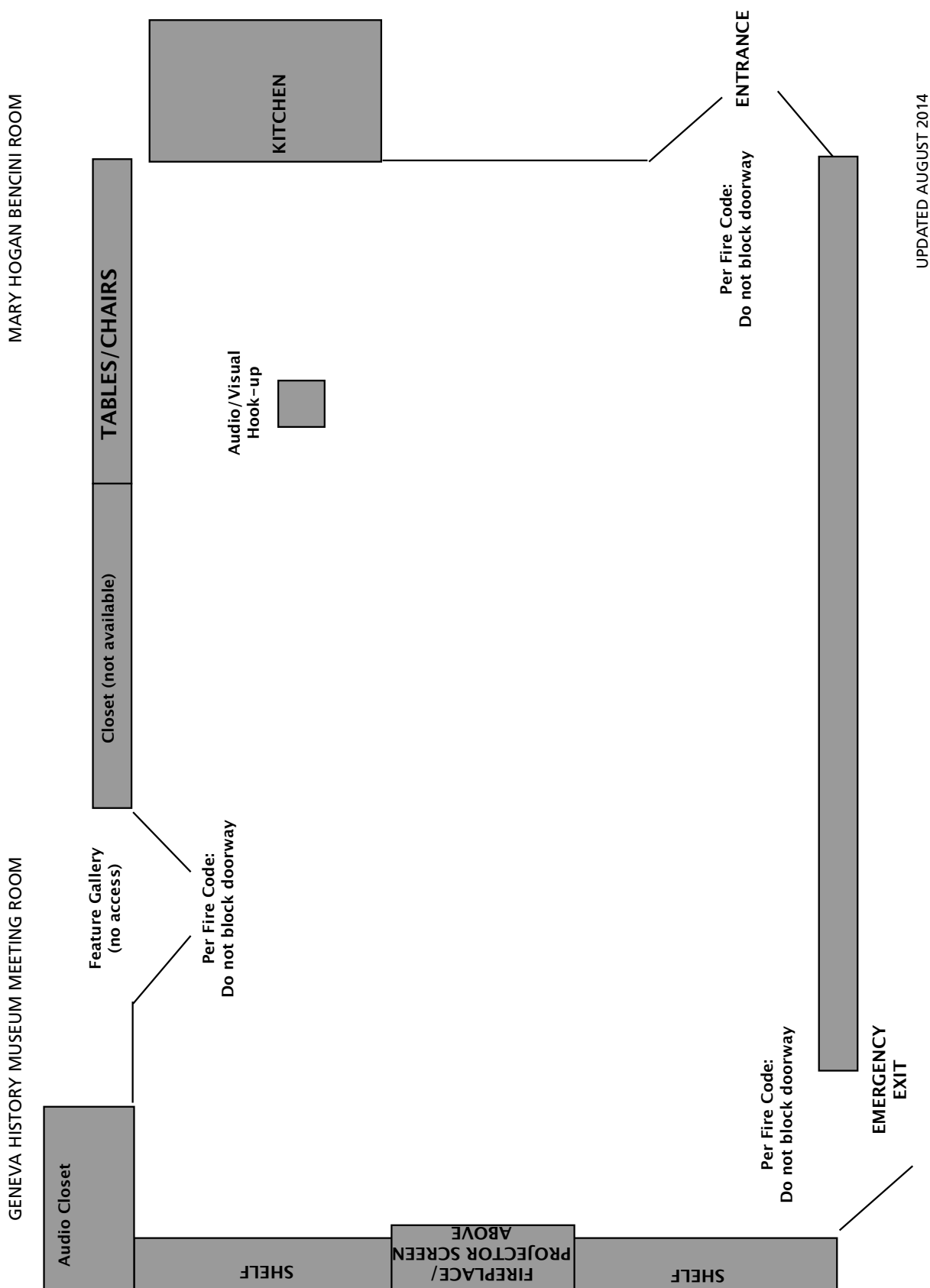
RENTAL FEE: \_\_\_\_\_ Hours x \$ \_\_\_\_\_ /hour + \$ \_\_\_\_\_ /hour staffing = \$ \_\_\_\_\_ + Amenities \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

PAYMENT: Check \_\_\_\_\_ Cash \_\_\_\_\_ Credit \_\_\_\_\_

CARD # \_\_\_\_\_

EXP DATE \_\_\_\_\_ CV CODE \_\_\_\_\_ BILLING ZIP CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



UPDATED AUGUST 2014