

Wilkes Heritage Museum, Inc. Facilities Lease Agreement

For all groups: Reservations are secured only when all rental fees are received and agreements signed. Cancellation must be made 7 days prior to event for total refund of fees. If you require the use of WHM available technology, please see Technology Rental Agreement form.

_____Rent

Date In _____ Date Out _____ Time In _____ Time Out _____

Name of Group: _____

Rental of: _____ Entire Building _____ Auditorium Only

Responsible Party: _____

Address: _____

Phone Numbers: Home _____ Work: _____ Cell: _____

Purpose of Use: _____

Number of people attending: _____ (MUST notify museum within 48 hours of your event if this number changes.) *Fire Marshall notice: room limited to 212 people (140 tables and chairs)*

Name of catering company (IF applicable): _____

Are decorations being used for this event? _____ YES _____ NO (Approved by _____)

Room setup needs:

Room should be setup with chairs only? _____ YES _____ NO

Room should be setup with tables and chairs? _____ YES _____ NO

Number of chairs: _____

Number of tables for eating, etc.: _____

Number of tables needed for catering service: _____

Number of extra tables needed (gifts, display, etc.) _____

Non- technology stage setup needs: NO FOOD OR DRINKS ALLOWED ON STAGE

Number of chairs: _____ Number of tables: _____ Podium: Yes / No

ALCOHOL WILL NOT BE SERVED UNLESS RENTER PRESENTS COPIES OF BARTENDER AND LIQUOR LICENSES. WILKES HERITAGE MUSEUM, INC. IS NOT LIABLE FOR ILLEGALLY SERVED ALCOHOL AND DOES NOT HAVE LIQUOR LICENSES FOR SUCH EVENTS. ABSOLUTELY NO DRUGS AND OR WEAPONS ARE ALLOWED ON THESE PREMISES. LAW ENFORCEMENT WILL BE CALLED FOR VIOLATIONS OF ANY LAW OR INAPPROPRIATE BEHAVIOR. YOUR EVENT WILL BE SHUTDOWN. FEES ARE FORFEITED.

User signature _____ Date _____

By signing above, I confirm that I have read and agree to abide by the rules of the Wilkes Heritage Museum. I assume liability for any damages to the facility.

Wilkes Heritage Museum, Inc. Official's Signature: _____ Date: _____

Wilkes Heritage Museum, Inc. Technology Rental Agreement
Leaser must also complete the Wilkes Heritage Museum Room Rental Agreement.

ONLY Wilkes Heritage Museum, Inc. designated staff may setup, operate and take down museum owned technology (sound system, dvd, projector, etc.)

Fee for hire of Wilkes Heritage Museum, Inc. technology staff is \$35.00 per hour and is to be paid in full when security deposit is made. Per hour rate will include hourly rate for setup and take down of equipment. ***This is NOT included in the rental fee for use of the facilities.***

Date In _____ Date Out _____ Time In _____ Time Out _____

Name of Group: _____

NO FOOD OR DRINKS ALLOWED ON STAGE UNLESS WATER BOTTLES ARE BEING USED BY BAND MEMBERS DURING A PERFORMANCE.

Technology Needs:

- Number of vocal microphones needed: _____
- Number of instrument microphones needed: _____
- Are sound monitors needed? _____ YES _____ NO
- Is a podium needed? _____ YES _____ NO
- Is a small table needed for laptop? _____ YES _____ NO
- Is HDMI laptop connection needed? _____ YES _____ NO
- Is screen and projector needed: _____ YES _____ NO

Are tables needed on stage? _____ YES _____ NO

Number of table needed on stage: _____

Number of chairs needed on stage: _____

Other technology requests you might have:

If a laptop is to be used with rented projector, it is HIGHLY advisable that presenter bring laptop in at least 20 minutes prior to presentation in order to work out any video and/or audio issues.

Wilkes Heritage Museum, Inc. does NOT provide access to the Internet, Wilkes Heritage Museum, Inc. computer systems, printers and/or copy machines.

Wilkes Heritage Museum, Inc. technology staff can offer advice about integrating your technology with our equipment, but cannot be held responsible for technology individuals bring onto the property.

User signature _____ Date _____

By signing above, I confirm that I have read and agree to abide by the rules of the Wilkes Heritage Museum. I assume liability for any damages to the facility.

Wilkes Heritage Museum, Inc. Official's Signature: _____ Date: _____