

Rice County Historical Society Carlander Room Rental Agreement

Date _____
Name _____
Organization _____
Address _____
Phone # _____ E:mail _____
Rental Date _____ Start Time _____ Finish Time _____
Table and chairs available (6' Rectangle Tables)
Computer compatible Video Projector available (Renter orientation prior to use required)
Is Video Projector required Yes _____ No _____

Room limitations:

No hot water available
No rentals before 8am or after 8pm
Room Capacity: 65

Rules for Rents

No Alcohol or Candles
Tables and Chairs to be arranged by Renter, unless discussed prior to Rental.
Room to be vacuumed clean by the Renter.
Rent is required to clean off all tables and chairs and remove all decorations.
All trash must be gathered and put in dumpster on the North side of the building.

Rental Fees

(Rates are for meetings between 9am – 5pm, M-F)

Individual or Non-Profit Rate: \$50 for Half-Day (4 hrs.), \$100 for Full-Day (8 hrs.)
(Members receive 10% discount)

For-Profit/Business Rate: \$100 for Half-Day, \$200 for Full-Day
(Business Members Receive free uses based on Membership Level)

Coffee Charge: \$25

After Hours Charge (5-8pm or Weekends): \$50

If staff is required to clean up there will be a charge of **\$25** per hour

Total rent \$ _____

Renter Signature: _____ Date _____

RCCHS Representative Signature: _____ Date _____