

BLUE EARTH HISTORICAL COUNTY SOCIETY

HISTORY CENTER MEETING ROOM RENTAL AGREEMENT

424 Warren Street, Mankato | 507-345-5566 | www.BlueEarthCountyHistory.com
Museum@BlueEarthCountyHistory.com

PLEASE PRINT

Meeting/Event Title _____ Rental Date _____

Renter/Organization _____ Number of people _____

Setup Time _____ Start Time _____ End Time _____ Tear Down Time _____

Contact Person _____

Phone Number _____ Email _____

Address _____ City _____ State _____ Zip _____

Secondary Contact Name _____

Phone Number _____ Email _____

	1/2 Day up to 4 hours	Full Day up to 8 hours	Additional After Hours Fee
General Rates	\$90	\$180	\$25 up to 4 hours; \$50 4-8 hours Outside regular hours Tue.-Fri. 8-5; Sat. 10-4
Non-Profit Rates	\$60	\$120	

	Meeting Room A (860 sq ft)	Meeting Room B (1220 sq ft)
	<i>Great for hosting hybrid meetings where all participants can be seen and heard.</i>	<i>Great for streaming your meeting via your YouTube Live, Facebook Live, Zoom, etc.</i>
Seating	<input type="checkbox"/> Board style (default) tables with chairs in large rectangle (seats 24) <input type="checkbox"/> Classroom style tables w/ chairs on 1 side (24) <input type="checkbox"/> Luncheon style tables w/ chairs on both sides (36) <input type="checkbox"/> Other _____	<input type="checkbox"/> Theatre style (default, seats 50) chairs only; can seat up to 75 <input type="checkbox"/> Other _____ tables available
Technology	<input type="checkbox"/> Smart TV with Internet access and HDMI ports <input type="checkbox"/> Room-facing camera for group video calls <input type="checkbox"/> Lapel microphone and speakers	<input type="checkbox"/> Projector (HDMI) and screen <input type="checkbox"/> Streaming and Recording capabilities <i>*must be coordinated with BECHS 7 days prior to the meeting</i> <input type="checkbox"/> Lapel microphone and speakers
Renter is to provide their own laptop/tablet when connecting to Smart TV or Projector; Renter is responsible for all account logins for use of Zoom, YouTube Live, etc.		

Additional Equipment

- ☐ Podium
- ☐ Extra 6' or 8' Table(s) for refreshments, registration or presenter
- ☐ Notes/Special Requests: _____

Food, Caterers and Use of Alcohol

Food: Food is allowed in the BECHS meeting rooms and kitchen only.

Caterers: All caterers providing food for events must be properly licensed through the State of Minnesota. Food must be prepared off-site.

Use of Alcohol: Alcohol can ONLY be dispensed on BECHS property under the license of an approved caterer. Lessee may NOT bring alcohol onsite.

Insurance: All persons or groups renting the Blue Earth County History Center who are serving alcohol through an outside vendor must have insurance to cover the event. You must provide the BECHS with proof of insurance prior to the event. The insurance policy must be in the name of the person signing the contract agreement. BECHS requires Bodily Injury and Property Damage Liability with a minimum of \$1,000,000. Please list the Blue Earth County Historical Society as an "additional insured."

Please check all that apply

- ☐ Food Caterer _____ Phone Number _____
- ☐ No outside vendor/caterer; group bringing in food.
- ☐ Use of the History Center Kitchen *counters, refrigerator, microwave or oven*
- ☐ Use of 12 or 30 cup Coffee Pot *renter to provide coffee, cups, etc.*
- ☐ This rental will include alcohol dispensed by a licensed caterer.
Alcohol Caterer _____ Phone Number _____

Optional: Museum Tour/Program

Museum Gallery Tour

- ____ Number of people— \$7 per person
- ☐ Guided Tour *available for groups of 5 or more*
 - ☐ Self-Guided Tour

Historical Society Program/Speaker

- ☐ Blue Earth County Historical Society Presentation **FREE**
- ☐ General History Program of Renter's Choice (list of topics available upon request) **\$25**
Topic or Speaker: _____

Policy for Facility Use:

1. Wall surfaces may not be marred by the use of tacks, tape, nails, hangers, putty or other fasteners. Nothing may be hung from the ceiling.
2. All BECHS facilities and grounds are smoke-free. No use of tobacco products including cigarettes, "spit tobacco" or e-cigarettes is permitted within the facilities or on BECHS grounds.
3. No guns or other weapons are allowed on BECHS premises.
4. Floors must be protected from spillage or staining. Artificial colors should not be used in punches.
5. Everything brought onto the premises must be removed by the pre-arranged time specified in the contract. If Renter does not clean up as pre-arranged, additional charges may be incurred.
6. Open flames, candles, and candelabras are NOT allowed. Birthday candles are allowed.
7. Damages: Renter shall pay the BECHS for all damages caused by the Renter and/or Renter's caterer, agents, employees, any of the invitees of the Renter, or any persons attending the function sponsored by the Renter; to building, grounds, furniture, carpet, equipment, and any works of art. If damage to the BECHS occurs, damages are to be paid to the BECHS within five days from the date a statement has been submitted to the Renter by BECHS.
8. Compliance with laws: Renter, its guests, invitees, employees, and agents shall comply with all municipal, state, and federal laws, rules, and regulations of the applicable regulatory agencies, while using the facilities of the BECHS.

Total Fees	
\$_____	Room Fee
\$_____	After Hours Fee (\$25-50)
\$_____	Admission/Program Fee
\$_____	Total Payment (Make Checks Payable to BECHS)

I hereby agree to pay the fees associated with the BECHS Facility rental. The rental fee shall include the use of the designated BECHS facilities in the rental agreement. Renter may not sublet or transfer their rights or privileges to any other individuals, groups or organization. Rental time begins with setup and ends when teardown is complete. Meeting Room Rental Fee must be paid before the event and is non-refundable; gallery tour and speaker fees may be paid the day of the event or billed after the event. In case of damages, applicant will be billed accordingly after the event. I have read and understand all BECHS policies and procedures for rental.

Applicant's Signature _____ Date _____

Approved By _____ Date _____

For Office Use: Date Rental Fee Paid _____ Date Admission/Program Fee Paid _____
Tour Guide/Speaker _____ Host _____