

BLUE EARTH HISTORICAL COUNTY SOCIETY

HISTORY CENTER MEETING ROOM RENTAL AGREEMENT

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

PLEASE PRINT

Meeting/Event Title _____

Renter/Organization _____

Contact Person _____

Phone Number _____ Email _____

Address _____ City _____ State _____ Zip _____

Secondary Contact Name _____

Phone Number _____ Email _____

Rental Date _____ Number of people _____

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

Choose a Meeting Room		General Rates		Non-Profits	
1/2 day = up to 4 hours Full day = 4-8 hours		1/2 Day	Full Day	1/2 Day	Full Day
\$ _____	Maple River Room (200 sq. feet) Conference table with seating up to 10	\$30	\$60	\$20	\$40
\$ _____	Blue Earth River Room (600 sq. feet) Theatre style – just chairs – seats up to 50	\$60	\$120	\$40	\$80
\$ _____	Minnesota River Room (800 sq. feet) - please select style Board style (default) – tables with chairs in large rectangle – seats up to 24 Classroom style – tables with chairs on 1 side - seats up to 24 Luncheon style – tables with chairs on both sides – seats up to 36 Theatre style – just chairs – seats up to 65 Other _____	\$90	\$180	\$60	\$120
\$ _____	After Hours Use Fee Charged for meetings/events outside of regular business hours: Tuesday-Friday 8 a.m.-5 p.m. and Saturday 10 a.m.-4 p.m.	\$25 for up to 4 hours \$50 for 4-8 hours			
	Podium	N/C			
	Extra 6' or 8' Table(s) for refreshments, registration or presenter	N/C			
Notes/Special Request for Room Setup:					

Choose Equipment Needed	
	Projector Screen FREE
	Multi-Media Projector with USB connection (fee covers projector use and assistance in setting up the equipment; laptop not provided) \$15.00 use fee
	Please select: ___ Laptop, ___ DVD Player, ___ VCR, ___ Overhead Projector, ___ Slide Projector, ___ Audio Speakers \$5.00 use fee each (Subtotal:\$_____)
	12 or 30 cup coffee pot (Renter must provide coffee, cups, etc.) \$5.00 use fee
	History Center Kitchen which includes use of: counters, refrigerator, microwave or oven N/C
	Notes/Special Requests about Equipment or Kitchen Use:

Food, Caterers and Use of Alcohol	
<p>Food: Food is allowed in the BECHS meeting rooms and kitchen only.</p> <p>Caterers: All caterers providing food for events must be properly licensed through the State of Minnesota. Food must be prepared off-site.</p> <p>Use of Alcohol: Alcohol can ONLY be dispensed on BECHS property under the license of an approved caterer. Lessee may NOT bring alcohol onsite.</p> <p>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."</p>	
	<p>This rental will include food.</p> <p>___ Caterer _____ Phone Number _____</p> <p>___ No outside vendor/caterer; group bringing in food.</p>
	<p>This rental will include alcohol dispensed by a licensed caterer.</p> <p>Caterer _____ Phone Number _____</p>
	___ Caterer License is filed with BECHS

Optional: Museum Tour/Program	
\$ _____	<p>Museum Gallery Tour (Guided or Self-guided)</p> <p>\$5 per person (\$25 minimum) Number of People _____</p>
\$ _____	<p>Historical Society Program/Speaker</p> <ul style="list-style-type: none"> ○ Blue Earth County Historical Society Presentation FREE ○ General History Program of Renter's Choice (list of topics available upon request) <p>\$25 Topic or Speaker: _____</p>

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)
\$ _____	Equipment Fee
\$ _____	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 _____