

BURNETT COUNTY HISTORICAL SOCIETY
FORTS FOLLE AVOINE HISTORICAL PARK
8500 County Road U
Danbury, Wisconsin 54830
Phone: 715-866-8890

Total amount due: _____
Amount Paid: _____
Date Paid: _____
Check No.: _____
email: fahp@centurytel.net

Facility Use/Rental Agreement

LUNCHEON ___ DINNER ___ MEETING ___ EVENT ___

Describe:

AMPHITHEATER ___ VISITOR CENTER GREAT ROOM ___ KITCHEN ___ DECK ___

Name of Renter or responsible party: _____

Billing Address: _____ City _____ State ___ Zip _____

Phone(s) _____ Email _____

WEDDING DATE: _____ NUMBER OF GUESTS: _____

Start time: _____ **Must be out of the facility by midnight.**

Set up date/time: _____ Clean up date/time: _____ (See agreement/policy)

Name of caterer (if using) _____ Phone #: _____

(Caterer must be licensed and insured. If not, liability of food preparation is client responsibility)

Caterer set up time/needs (to be negotiated at contract time.): _____

Note: General cleanup is included in the rates below. Renter must provide bussers to clear tables immediately following the meal and bring dishes to the kitchen. If facility dishes are used, renter and/or caterer are responsible for dishwashing and putting away dishes. Kitchen counters and appliances must be cleaned by renter/caterer by noon the following day.

RATES:

Meeting/Event without use of kitchen

Up to 3 hours	\$50.00	Yes ___ No ___
3-6 hours	\$100.00	Yes ___ No ___
Over 6 hours	add \$20 per hour	

Meeting/Event with use of kitchen add \$200.00

Security Person 4 pm to midnight (non-negotiable) \$100.00

Room Capacity: Great Room - 29ft x 50ft, tables and benches for 120
Amphitheater - 20ft x40ft stage; seating for 300

Consulting/Support: Forts staff will provide support during your event; this is included in the rental rate. Two hours of consulting prior to the event is included. Additional time consulting will be billed at \$25.00 per hour.

A HOLD & DAMAGE DEPOSIT of \$300.00 is required when the contract is signed. A separate check should be written for this. It will be refunded after the final inspection of the premises by the Director of Forts Folle Avoine Historical Park. For a smaller party, 50 or less, a \$50.00 deposit is required.

Linen Rental: Cloth linens may be ordered for an additional cost; prepayment required. Confirmed quantity is required 2 weeks prior to event. White felt-backed vinyl tablecloths can be rented for \$2 per table. Linens will not be ordered without payment.

LINEN RENTAL: Yes ___ No ___

Tablecloths: # ___ Size ___ Napkins: # ___ Color: _____ Cost: \$ _____

AGREEMENT DETAILS/POLICIES

Catering: A licensed and insured caterer is preferred. If the caterer is not licensed and insured, the renter assumes responsibility for insurance. **The Burnett County Historical Society** assumes no responsibility for catering. Catering is billed directly to the renter. **All kitchen guidelines must be followed.** Kitchen guidelines are posted in the kitchen.

Set Up & Clean Up: Set up may be done the day before, **3:00 pm** (negotiable) - **8:00 pm (non-negotiable)** or the day of the event depending on the Forts schedule.

Use of the kitchen the day before is not included in the rental but may be used for an additional fee of \$200. This is for prep cooking only and must be done by 8:00 pm.

Clean up must be done the day of the event. Anything left on the premises must be removed by **10:00 am** the following day. Specific dates/times or additional time must be negotiated and approved by the Forts staff due to other events.

Deposits: A Hold and Damage Deposit of \$300 is required as a separate check at time of contract signing.

These deposits will not be applied to rental fee.

The deposit funds will be reimbursed after the event following inspection by personnel. If cleaning over and above sweeping/mopping floors and washing tables is necessary or damage occurs the appropriate amount will be deducted from the deposit and the balance, if any, will be refunded. Cleaning fee is \$20 per hour. Damages over and above the \$300 deposit will be the responsibility of the renter.

Renter Responsibilities: Set up of tables, benches, and chairs.

- Must obtain approval for decorating and taking down decorations,
 - No confetti, or rice inside the Visitor Center. Birdseed may be used outside.
 - Candles must be enclosed. Ask for guidelines prior to event planning.

- Personal items must be removed upon clean up.

- All exhibits must stay on walls. Forts staff may move display cases.

- Approval of electrical needs is required.

- Must follow kitchen guidelines.

- Additional trash bags available from the Fort.

Smoking: No Smoking is allowed in the buildings or on the decks.

Liability: Renter assumes all liability for any injury or damages that may arise from any accident or Incident that occurs on or about the rented premises; in any area under the control of renter. Lessee shall indemnify the Burnett County Historical Society against all claims filed by parties injured or damaged by an accident or incident during the term of rental agreement. If the Burnett County Historical Society, its members, agents, or employees, are made a party defendant to any litigation concerning this rental agreement or the leased premises or the occupancy by the renter, then renter shall indemnify the Burnett County Historical Society, its members, agents, or employees, against all liability by reason of such litigation, including reasonable attorney's fees and expenses incurred by lessor in any such litigation, whether any such litigation is prosecuted to judgment.

Conduct: Renter is responsible for the conduct of its guests and representatives while on Forts Folle Avoine property. The Forts staff reserves the right to eject any guest who is disruptive or is vandalizing property.

Camping: No camping or motor homes allowed.

ALL FEES MUST BE PAID AT LEAST 30 DAYS PRIOR TO THE EVENT. If payment is not made at least 30 days in advance the facilities may be released for another event and the \$300 deposit will be kept,

Checks should be made payable to BURNETT COUNTY HISTORICAL SOCIETY.

The undersigned has reviewed this document, is familiar with its terms and agrees to abide by all provisions herein.

Renter Signature: _____ **Date:** _____

Facility Signature: _____ **Date:** _____