

**MANCHESTER HISTORICAL MUSEUM
2011 – 2012 TRASK HOUSE RENTAL AGREEMENT**

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

RENTAL DATE: _____ TIME: _____

PLEASE CHECK ALL SPACE REQUIRED: (*Note: 2nd Floor Not Available*)

EXHIBIT HALL KITCHEN TRASK HOUSE 1st FLOOR

RENTAL FEE: _____ TOTAL DUE: _____

DATE OF REQUEST: _____

Responsibilities for Rental of Manchester Historical Museum/Trask House:

- ❖ Enter and exit through new entry, east side of building only.
- ❖ No smoking in any part of the building.
- ❖ No nails, tacks, tape or other adhesive may be used on the wall.
- ❖ No candles to be used in any part of the building.
- ❖ Folding tables and chairs are to be returned to storage closets.
- ❖ All food, beverages and ice are to be provided by the renter.
- ❖ Clean up: floors to be swept; kitchen and all appliances cleaned; dishes, glasses, and silverware rinsed and placed in dishwasher; nothing to be left in sink, on counters or in refrigerator.
- ❖ All appliances and lights turned off upon departure.
- ❖ All materials and trash to be removed upon departure.

PLEASE READ AND SIGN AGREEMENT ON PAGE TWO

I have read the above responsibilities and will abide by these rules while utilizing the facility. I understand I am responsible for securing the building at the end of the event. *(A representative from the Manchester Historical Museum will open the facility and explain closing procedures.)*

I understand that I/my organization may, upon approval of the officers of the Manchester Historical Museum and in compliance with all relevant regulations of the Town of Manchester and the Commonwealth of Massachusetts, make alcoholic beverages available to guests at no charge.

I/my organization agree(s) to indemnify and hold harmless the Manchester Historical Museum, including its trustees, officers, agents and employees, against all claims, damages and expenses arising out of the acts or omissions of me, my organization, and/or my organization's guests. I/my organization will also be responsible for any damage or loss to the Manchester Historical Museum and/or the contents of the facility during the rental period.

I/my organization will be responsible for any cleaning costs incurred, over and above the \$75 deposit, if I/my organization does not adhere to the Manchester Historical Museum Rental Responsibilities.

Upon payment received, this contract confirms the rental of the Manchester Historical Museum/Trask House on the above listed dates(s). Please contact Stephanie East, Director (978) 526-7230 if you have any questions or need more information. Office hours are Tuesday – Friday, 9:00 a.m. – 2:00 p.m.

SIGNATURE _____ **DATE** _____

SCHEDULE OF RATES

Private Event Rental (Up to 4 Hours) by MHS Member	\$ 100
Private Rental, non-MHS Member (Up to 4 Hours)	\$ 150
<i>Additional Hours</i>	\$ 15 an hour
Business/ For Profit Event Rental	\$ 175
<i>Additional Hours</i>	\$ 15 an hour
Non-Profit Organization Event Rental	\$ 75

**A \$75 deposit will be required for all parties,
Re-fundable if all terms of the contract are met.**

**Notice of cancellation is required within at least 48 hours.
Otherwise, the \$75 deposit is forfeited.**

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