



SOUTH WOOD COUNTY HISTORICAL MUSEUM

ROOM RENTAL REQUEST

PLEASE PRINT OR TYPE

RENTER / CONTACT

TODAY'S DATE _____

Name:	Cell Phone:
Company:	Work Phone:
Address:	Email:
City, State, Zip:	<input type="checkbox"/> Museum Member <input type="checkbox"/> Non-Profit <input type="checkbox"/> Business or LLC <input type="checkbox"/> Community Organization <input type="checkbox"/> Family/Friends Event

EVENT

Description/Purpose of Event:	
DATE:	Event Type/ <i>check all that apply</i> <input type="checkbox"/> Business <input type="checkbox"/> Social <input type="checkbox"/> Direct Sales <i>*permission required</i> <input type="checkbox"/> Fundraiser <i>*permission required</i>
Start Time including set-up:	Guests: <input type="checkbox"/> Private/By Invitation <input type="checkbox"/> Open to the Public
End Time including take-down/clean-up:	# of Guests: <input type="checkbox"/> Adults _____ <input type="checkbox"/> Children _____
Request Tour of Museum for Guests During Event: <input type="checkbox"/> Yes, time: _____ <input type="checkbox"/> No	
Renter will provide: <input type="checkbox"/> COLD FOOD <input type="checkbox"/> HEATED FOOD <i>*no cooking</i> <input type="checkbox"/> BEVERAGES * <input type="checkbox"/> CATERER <input type="checkbox"/> LIVE ENTERTAINMENT	
* Need permission: ask for details	Beverages: For private events, wine and beer service must be approved in advance and meet local ordinances. No selling of alcoholic beverages allowed. No red wine/juices/beverages allowed in Museum because of staining.

ROOMS *Check all that apply*

If your event requires privacy or quiet surroundings, consider a time before or after Museum hours. If scheduling rental during Museum hours, it's important to note there could be conversations heard outside your meeting room or visitors walking in to view displays. We strive to minimize interruptions during room rentals, but it's worth mentioning that many of our historic rooms don't have doors, and the number of visitors can vary each day. Museum staff are happy to discuss which rooms will best meet your needs.

<input type="checkbox"/> CONFERENCE ROOM / Seats 12 comfortably around table	<input type="checkbox"/> BUEHLER GALLERY / Museum has 30 folding chairs
<input type="checkbox"/> SUN ROOM / Museum has 30 folding chairs	<input type="checkbox"/> BRAZEAU GALLERY / Limited seating due to exhibits

AMENITIES *Check all that apply*

<input type="checkbox"/> Chairs _____	<input type="checkbox"/> Tables _____	<input type="checkbox"/> Podium	<input type="checkbox"/> Electrical outlet
<input type="checkbox"/> Wi-fi	<input type="checkbox"/> Projector	<input type="checkbox"/> Projection screen	<input type="checkbox"/> Kitchenette/no refrigeration or cooking
<input type="checkbox"/> Other:			

MUSEUM HOURS	APRIL through LABOR DAY Exhibits Tue Wed Thu Sun 1-4pm Office Tue Wed Thu 10am-4pm	After LABOR DAY through MARCH Exhibits closed until April Office Tue Wed Thu 10am-3pm	South Wood County Historical Museum 540 3rd St S Wisconsin Rapids WI 54494 715.423.1580 swch-museum.com
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ROOM RENTAL AGREEMENT

This Agreement between _____ (Renter) and South Wood County Historical Museum (Museum) defines the terms and conditions for rental of Museum rooms. This Agreement is in addition to details outlined in the Museum’s Room Rental Request Form. The following terms and conditions apply to all room rentals:

1. Room rentals by organizations, businesses, individuals, and the public are available upon Museum approval of a Room Rental Request Form on a first come/first serve basis.
2. Rooms are available for rent before, during, and after Museum hours at the discretion of Museum. There is a \$50 fee for rentals before/after Museum hours; if Renter’s event is for a nonprofit organization, the fee might be waived.
3. Use is limited to the rooms rented, common and public areas such as the restroom, and agreed-upon Museum floors and exhibits. Renter and guests agree not to use the museum office, computers, phones or other areas of the building.
4. Renter is responsible for setting up the room before event, and at the conclusion, restoring it to the same condition as found. All food and other items brought in must be removed at the end of the rental, the room cleared, and trash bagged and placed in receptacles. Museum staff will take down any folding chairs, tables, and equipment provided by Museum.
5. All decorations must be free standing. Materials may not be affixed to walls, floors, ceilings, fixtures, furnishings, or other areas of the rooms. Affixing anything with nails, tacks, staples, tape, poster putty, or glue, etc. is prohibited.
6. Not permitted: lit candles or flammable materials; confetti, glitter, birdseed; bubbles, diffusers, fog machines. Absolutely no smoking, vaping, e-cigarettes, tobacco, etc.
7. No cooking allowed, and food may not be placed on exhibits or displays. If you wish to serve hot pre-cooked food, Renter must disclose the type of heating equipment on the Room Rental Request and receive permission from Museum.
8. Alcohol service must be disclosed on the Room Rental Request and is dependent upon advance approval from Museum. If alcohol service is approved, Renter must provide a Certificate of Insurance for \$1,000,000 naming South Wood County Historical Corporation and Museum as the venue and insured party.
9. Exterior doors are to remain closed and not propped open during Renter’s event.
10. Renter is responsible for guests’ respectful museum etiquette including but not limited to not touching objects, art, exhibits, walls/wallpaper, and not leaning on display cases. Children and service animals must be supervised at all times.
11. Use of museum rooms does not constitute endorsement or approval of viewpoints expressed by Renters and guests. Advertisements or announcements implying such endorsements are prohibited.
12. Museum reserves the right to close the property and cancel Renter’s event if the facility cannot be occupied due to severe weather conditions, interruption of utilities, vandalism, fire, act of nature, or any damage beyond the Museum’s control.
13. Damages to Museum property caused by Renter or Renter’s guests are the responsibility of Renter. Museum reserves the right to inspect and control all functions held on the premises. If management deems anything inappropriate, it has the right, at any time, to demand that the activity be stopped or the event be terminated.
14. Museum is not responsible for protecting items brought onto Museum property by Renter and guests. It is understood that Museum is in no way responsible for any personal injuries, death, property damage, or other liabilities that may be incurred during the use of its facility. Renter agrees to release indemnity and hold Museum harmless of any such damages.

I have read, understand, and accept the terms and conditions set forth in this Room Rental Agreement and the Room Rental Request Form.

Renter Name (print)	Signature	Date
Museum Representative Name (print)	Signature	Date

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SIGN/RETURN this ROOM RENTAL AGREEMENT and the ROOM RENTAL REQUEST to Museum.