

# Greene County Historical Society

310 Main Street, Eutaw, AL 35462  
GCHS.Alabama@gmail.com

## Policies for Rental of the Vaughn-Morrow House

**Space:** Event room, serving room, kitchen, restroom

**Hours Available:** 9:00 AM until 11:00 PM. Not available on Sundays, state-recognized holidays or days on which society-sponsored events are scheduled.

### Equipment:

#### Events Room:

Nine 6' rectangular folding tables (seat up to 6)  
Two 8' rectangular folding tables (seat up to 8)  
Three narrow rectangular tables  
Fifty-three steel folding chairs  
Three portable podium  
One 75" HDMI flatscreen

#### Kitchen and Serving Room:

Electric range/oven  
Microwave  
Refrigerator  
Double bowl sink  
Serving Table

### Fee Schedule:

Event (includes event room, serving room and kitchen.)

Rental fee	\$200.00
Security Deposit (refundable, see below)	\$100.00
Each additional event day (for multi-day events)*	\$100.00
Set-up <b>Day</b> or Clean-up <b>Day</b> (four hours or less, <u>if work done by renter</u> )**	\$25.00

Club Meeting (Meeting only - up to 2 hours; includes use of presentation flatscreen)

Rental fee	\$25.00
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#### Optional Items/Services:

Set-up (if <u>society member</u> is to set-up tables/chairs for event)	\$50.00
Clean-up (if <u>society member</u> is to take down chairs/tables after event – <i>does not include removal of trash or food which must be done by renter on day of event</i> )	\$50.00

\*Additional day(s) must be consecutive or they will be charged as a separate event.

\*\* Set-up and clean-up days will be the day immediately before / after the event and will be used by the renter or his/her caterer only for setting up decoration of the space or for removal of decorations. Furniture (other than tables and chairs) owned by the society may not be moved by renters (please make arrangements with a society officer if you wish furniture to be moved). All trash must be bagged and removed from the premises. The kitchen must be cleaned on the day of the event with all food items removed. **If no arrangements are made for set-up/clean-up days, set-up or decoration of the room, and clean-up must be accomplished on the day of the event between 9:00 AM and 11:00 PM.**

### A. Reservations:

1. The rental fees and security deposit must be paid in full at time of reservation. The date will not be held until a reservation form is completed and full payment for the event is received by the society. Cash, local personal checks, and credit cards are accepted forms of payment. If payment of a check is declined, the reservation will be cancelled and the renter will be liable for any fees resulting from the returned check.
2. The person signing the rental agreement assumes full responsibility for the event. If an organization or club wishes to rent the facility, one of its officers must complete the rental agreement.
3. Reservations must be made at least one-week prior to the scheduled event date.
4. Reservations will be made on a first come, first served basis.
5. Reservations will not be made more the 12 months in advance.

**A. Cancellations:**

1. Cancellations must be made in writing to an officer of the Historical Society no less than 48 hours prior to the event.
2. A full refund of the rental fee and security deposit will be made to the renter for cancellations received 1 week or more in advance of the event date.
3. If a cancellation is received less than 1 week prior to the scheduled event, one-half of the rental fee and the full security deposit will be refunded to the renter.
4. A refund check will be mailed to the renter within ten days of cancellation.

**B. Security Deposit Refund:**

1. An inspection of the premises will be conducted by a society member at the conclusion of the event or on the next business day. If condition of the premises and equipment is satisfactory, a check refunding the security deposit will be mailed to the renter within 10 days of the event.
2. Tables and chairs must be wiped clean, folded and stacked in designated areas unless the society is contracted to do so (see optional services).
3. If the building is not left clean or there is damage to the structure, equipment, furnishings, etc. the security deposit will not be refunded.
4. If charges for damage or missing items exceed the amount of the security deposit, an itemized bill will be presented to the renter. Payment in-full is expected from the renter within 30 days of the assessment.

**C. Decorations:**

1. Use of candles or open flames is prohibited except for sterno/candles under chafing dishes or candles on birthday cakes. Battery operated candles are acceptable for decorations.
2. No staples, nails, screws, tacks, duct tape, or products which may damage surfaces may be used for attaching decorations to walls, ceilings, fixtures or furniture.
3. Society owned artwork may not be removed or covered. However, arrangements may be made in advance for the removal of society owned artwork from the events room, if necessary.

**D. Rules and Policies**

1. **Fundraising events or those for which admission is charged, or offerings or donations accepted directly or indirectly other than those sponsored by the society are prohibited. Speak to a society officer for details of what is permitted or if your fundraising event can be sponsored by the society.**
2. **Use of tobacco products or illegal drugs is prohibited on society property.**
3. **No alcoholic beverages may be served to minors.**
4. **The facility must be clean, cleared of decorations, food, trash, etc. and ready to lock at 11:00 pm on the day of the event. Even if a clean-up day has been arranged, food and trash must be removed by 11:00 pm on the day of the event.**
5. At least four chaperones over age 30 are required to be present at all times for any event attended by minors. A list of chaperones, with copies of photo-IDs must be submitted to a society officer at least 48 hours before the event.
6. Noise must be contained within 25 feet of the events room. Very loud music and/or very heavy bass that generates excessive vibration is prohibited.
7. The HVAC system will not be turned on until the morning of the day of the event and must be turned off when the event ends. The thermostat may not be set lower than 67 degrees for cooling nor higher than 72 degrees for heating.
8. The kitchen is only for warming, storing, and serving of food.
9. Statuary and signs in the courtyard are not to be handled, climbed on, or moved.
10. Roughhousing, drunken, or raucous behavior is not tolerated. Offending parties will be asked to leave the premises.
11. **The Eutaw Police Department and/or designated society personnel may enter the events area at any time during any activity. They have full authority to cancel an event not in compliance with the terms of this agreement, city, state, or federal law. If the Police are called to respond to a disturbance, the event will be canceled, all guests will be required to immediately leave the premises, and the entire deposit will be forfeited.**
12. **ANY VIOLATION OF RULES OR POLICIES WILL RESULT IN FORFEITURE OF THE DEPOSIT.**

By my signature, I indicate that I have read, understand, and agree to the terms of this agreement.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Representing (Name of organization if applicable): \_\_\_\_\_

Approval - Society Officer/Board Member: \_\_\_\_\_

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## Contract for Rental of the Vaughn-Morrow House

Date/s of use: \_\_\_\_\_

Time of event: Begin: \_\_\_\_\_ (AM / PM) End: \_\_\_\_\_ (AM / PM)

Name of Renter: \_\_\_\_\_

Name of Organization or Club (if applicable): \_\_\_\_\_

Renter's position with organization or club: \_\_\_\_\_

Alternate Contact person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate Telephone Number: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Number of people to attend: \_\_\_\_\_

Describe decorations that will be used: \_\_\_\_\_

Caterer (if applicable): \_\_\_\_\_ Telephone Number: \_\_\_\_\_

For events at which minors will be present: Name of chaperones (at least four over age 30 required. Attach copies of photo ID for each chaperone)

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: Society Officer: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: The application is not complete without a signed copy of the Policies for Rental. The date will not be held unless forms are completed and all fees are paid. Reservations must be made at least one week in advance of the event date.

### Itemized fees for this event:

Rental: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

Additional Event Days: \_\_\_\_\_

Set-up / Clean up Days: \_\_\_\_\_

Set-up/clean up by Society Member: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

Payment received of: \_\_\_\_\_ by: \_\_\_\_\_

Method of Payment: \_\_\_\_\_ (if check, attach copy) Date: \_\_\_\_\_