

**CLEMENT RAILROAD HOTEL MUSEUM
RENTAL AGREEMENT**



Please Print

Name of Organization, if applicable: _____

Contact Person: _____

Mailing Address: _____

City/State/Zip: _____

Email: _____ Phone: _____

Date of Event: _____ Type of Event: _____ Number of Guests: _____

Space to be Rented: Dining Room Catering Kitchen Lobby Only Board Room Gallery Space

Beginning Time of Event: _____ Ending Time: _____

Total Rental Fee: _____

By signing this agreement, I _____ agree to:

- Faithfully observe and comply with any and all rules and regulations as set forth in the attached Clement Railroad Hotel Museum Facilities Rental Policy which is incorporated herein by reference as if it were set out in verbatim;
- Comply with the laws of the United States of America, the State of Tennessee, and the City of Dickson, Tennessee;
- Pay to the Clement Railroad Hotel Museum the costs incurred as a result of any damages done to the facility, furnishings, equipment, or collection arising out of the use of the premises under the terms of this contract;
- Indemnify and hold harmless the Clement Railroad Hotel Museum, its board of directors, employees, volunteers, agents, representatives, insurers, sureties and assigns or anyone acting on its behalf, from any and all claims, damages, liabilities, or causes of action of any kind, nature and description, whether at law or in equity, now accrued or which hereafter may arise, whether known, unknown, arising out of any matter, cause, or event arising in any way from the use of the premises under the terms of this contract;
- The undersigned do further agree to replace and/or repair any and all damages to the Clement Railroad Hotel Museum and to replace and/or repair and all personal property therein, which may or might be damaged and/or lost while the undersigned had the use of the facility.

Signature: _____ Date: _____

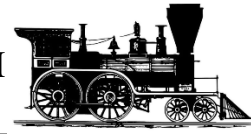
For Office Use Only

Initial of Museum Representative: _____

50% of Rental Fee Amount: \$ _____ **Received? Yes No**



**CLEMENT RAILROAD HOTEL MUSEUM
FACILITY RENTAL FEES AND CHECKLIST**



We appreciate your cooperation and understanding in helping protect the unique cultural and historical entity of the Clement Railroad Hotel Museum/Hotel Halbrook Historic Site. Whenever possible, the Museum will be as flexible as possible in meeting your needs. Here are the prices for each Rental Space for both Open and Closed hours.

Rental Space	Museum Hours		Non-Museum Hours***	
	Full Day*	Half Day**	Full Day*	Half Day**
Dining Room	\$280	\$140	\$560	\$280
Catering Kitchen	\$30	\$30	\$60	\$60
Lobby Only	\$110	\$55	\$220	\$110
Board Room	\$110	\$55	\$220	\$110
Gallery Space	\$280	\$140	\$560	\$280

Full Days consist of 8 hours **Half Days consist of 4 hours *Non-Museum Hours will need a host from museum staff*

- The *Dining Room* Rental Space has the following available for your rental
 - ◆ 7, 42” Round Wood Tables
 - ◆ 28 Wood Chairs
- Tablecloths may be rented for \$15, which includes cleaning fee.
Replacement fee for damaged tablecloths is \$25.
- Event host/hostess on duty during *Non-Museum hours*, \$25 per hour.
- If *Half Day* rental exceeds allotted 4 hours, renter will be charged full day event

Payments and Contracts:

- ✓ *Deposit half of the rental fee and signed contract to reserve the Rental Space(s)*
- ✓ *Must be paid in full 14 days prior to event*
- ✓ *Signed Rental/Indemnity Agreement*

Set-up for event:

- ✓ *Final walk-through before event (highly recommended)*
- ✓ *Notify Museum if use of furnishings or equipment is needed*
- ✓ *Nothing may be tacked onto the walls*
- ✓ *No tape may be used on the walls, including cords taped to baseboards*
- ✓ *No open flame*
- ✓ *No torches or luminaries on outside*
- ✓ *Check with Museum Staff or Representative if there are any questions or concerns*

Wrap-up and Clean-up:

- ✓ **Clean-up-** *Client is responsible for complete collection and bagging of garbage*
- ✓ *All food and personal items must be removed*
- ✓ *Check with Museum Staff or Representative before leaving Museum after the event*
- ✓ *Report and damage(s), if any, and file report with Museum Staff or Representative*