

West Gadsden Historical Society

Rules for Use of Historical Society Facilities

Contact _____ for Opening and Closing at _____.

*Both facilities are ADA Compliant.

Items available for use:

Dezell House: tables, chairs, stove, refrigerator, freezer, ice maker, dish washer, double sink, microwave, vacuum, porches and yard.

Depot: tables, chairs, sink, projector screen, porch and side yard.

1. There will be no cigarette, cigar or pipe smoking in the facilities. This includes vapes.
2. Open flames are not permitted inside the buildings for lighting/decorative purposes. This includes votives, candles, lanterns or propane heaters.
3. Carpets and floors must to be protected from spillage by exercising reasonable care.
4. The use of birdseed and blowing bubbles is permitted only outside for wedding and reception farewells. Rice, confetti, flower petals, glitter, pyrotechnics, flame candles, and sparklers are not permitted inside or outside the facility.
5. Facilities are located in a residential area and must be vacated by 10:00 p.m.
6. Clean up - User is responsible for all clean-up. This includes inside and outside.

Dezell House: Floors should be swept, vacuumed and all trash removed. We do not have a scheduled trash service. The vacuum is in the closet off the bedroom and brooms are in the kitchen. Please do not leave dirty utensils or dishes in the sink. If using the dishwasher, it must be loaded and started. All equipment, stove, sink, refrigerator and counters should be wiped clean. Do not leave food in the refrigerator. Cleaning supplies are to the left of the refrigerator. We do not supply trash bags.

Patricia Fletcher Vice Meeting Room: Floors should be swept and all trash removed. We do not supply trash bags. The broom is in the closet. Please do not leave dirty utensils or dishes in the sink. The small kitchen area should be wiped clean. Cleaning supplies are under the sink.

7. Decorations may not be hung with tape, wire, nails or screws anywhere in or around the facility without written authorization from West Gadsden Historical Society, Inc. to avoid damage to the venue. All decorations must be removed without leaving damage directly following the departure of the last guest, unless special arrangements have been made between the Renter(s) and the venue. Any decorations done through a vendor not familiar with the premises is required to schedule a meeting for viewing of the site at least 10 days prior to the event.

8. Chairs, tables and all other equipment must be placed as they were when you entered the building. All rental equipment must be stacked neatly on the back porch until pick-up, if using the Dezell House.

9. The agreement is for the space only and does not include any food or beverage items or extra tables and chairs. These items shall be privately contracted by the renter with an outside vendor of renter's choice. Renter assumes responsibility for maintaining the property in the same condition as it was found when rented and shall reimburse West Gadsden Historical Society, Inc. for any damage which occurs.

10. Alcohol may be served, but not sold within the buildings or grounds. Renter assumes all responsibility and liability for the safe and legal consumption of alcoholic beverages.

11. Hold Harmless Agreement : Renter agrees to indemnify, protect, defend and hold West Gadsden Historical Society, Inc. and board members and members harmless from any and all liability and for any and all claims, damages, liabilities, costs and expenses arising out the Renter's use and occupancy of the Premises and for any and all injury to Renter's employees, invitees, licensees, agents, visitors, sub-contractors, contractors or any other person affiliated with Renter, or for any and all damage to their property or other losses caused by or resulting from any accident or other occurrence in, on or about the Premises.

12. A non-refundable rental fee of \$100.00 is required if you are not a current member of WGHS. If you are a current member, a \$75.00 non-refundable fee is required. A \$100.00 damage deposit /clean up deposit is required in addition to the rental payment. This deposit will be refunded after the venue is inspected by a member of the West Gadsden Historical Society Board.

Facility _____

Name: (Please Print) _____

Address: _____

Phone No: _____

Date of Event: _____

Time: _____

I accept the terms and rules for use of the facility.

Signed: _____

Signed for West Gadsden Historical Society by: _____

Today's Date: _____