

AUDRAIN COUNTY HISTORICAL SOCIETY

Facility Policies

501 S. Muldrow Mexico, MO 65265 573-581-3910

In order to maintain a clean and pleasant environment we have established Rules & Regulations to follow for the rental of our Facilities. Following these rules will also ensure the return of your deposit once your event is over and the room(s) & grounds have been inspected for cleanliness and/or damages and the keys have been returned.

*The applicant hereby agrees to save, secure and keep harmless Audrain County Historical Society against claims of action, liability, judgements, costs and expenses, including attorney fees, and in all things strictly comply with the conditions of the agreement. I certify that I shall accept responsibility on behalf of my group for any damage or theft sustained to the Audrain County Historical Society building(s) and/or property because of the occupancy of said premises by our group.

Required initial after reading: _____

*Alcohol beverages may be served but no alcoholic beverages are to be sold at the event. Minors are not allowed to consume any alcoholic beverages. Proper identification is required to confirm proof of legal age for the consumption of alcoholic beverages. Alcohol & other beverage are NOT allowed in the church.

Required initial after reading: _____

*Smoking in any of the Audrain County Historical Facilities is strictly prohibited. Cigarette receptacles are provided and are placed outside the door of the meeting room. Fireworks are not allowed anywhere on the grounds of the Audrain County Historical Society property.

Required initial after reading: _____

*Due to safety concerns, NO ONE is allowed beyond any Do Not Enter or Employees Only signs.

Required initial after reading: _____

Terms and Conditions of the Agreement

1. To ensure your date to be saved an agreement must be signed and the deposit received as soon as possible. We accept payment by check, cash and credit cards plus fees. The Rental fee and deposit are due when you reserve the facility unless other arrangements have been made with the Director or Assistant Director. Without payment you will lose the reservation date.
2. All events will conclude by 11pm to comply with the city noise ordinance.
3. Keys to the facility and to the trash dumpster may be picked up the day of your event. Hours for the museum are Wednesday – Saturday, 10am – 4pm. If you are needing in the facility earlier than 10am, call the museum and we will set up an earlier time.

4. If you cancel more than 30 days before your event, you will get a full refund. If you cancel more than 14 days, but less than 30 days, you will forfeit the full deposit. If you cancel less than 14 days from the event you will forfeit the rental fee and deposit.
5. Deposit will be returned within two weeks of use provided the facilities have been properly cleaned and nothing is damaged or missing and the keys are returned.
6. You will be billed for any damages not covered by the deposit.
7. Applicants must be a minimum of 21 years to reserve any of our buildings.
8. Agreements may be revoked if the intended facility use is misrepresented.

Required initial after reading: _____

Responsibility:

1. You are responsible for all accidents or injuries to any person(s) or property resulting from the use of the facilities.
2. Police assistance will be called if needed to prevent abuse of privilege and to enforce facility rules and regulations. Audrain County Historical Society may close down any activity that poses a threat to the safety of the participants or the facility.

Required initial after reading: _____

Rental Conditions:

1. Decorations must be flame retardant to protect the buildings. Use of glues, nails, staples, tape, tacks, etc. on the walls, ceiling, doors, windows, woodwork, or any other surfaces at ACHS is forbidden. Command strips are permitted but please leave them on the wall and staff will remove them.
2. You may NOT use any type of glitter, confetti, or party poppers inside or outside. Your deposit will be retained if evidence is noticeable after the event.
3. No vehicles/trailers are allowed in the courtyard or grass.
4. Tables and chairs are not to be removed from the property.
5. No illegal gambling is allowed.
6. NO candles, open flames or fireworks are allowed. Only flameless (battery) candles are allowed.
7. Agreements cannot be transferred, assigned or sublet.
8. Parking is available in the parking lot or on the street. To ensure ample parking you can reserve the Pavilion South West of the mansion by calling: City Hall at 581-2100 and ask for Parks & Recreation. There is no charge to reserve it.
9. Young children must be under the direct supervision/control of an adult 18 years or older.
10. Smoking is prohibited inside any of the buildings. Smoking is only allowed in designated areas outside of the buildings.
11. No Pets are allowed in any of the buildings. If you have a pet on the property you are responsible for cleaning up after your pet.
12. Live music is allowed at the discretion of the Director or Board of Directors.
13. Audrain County Historical Society reserves the right to change, adjust or delete any rules and regulations where health and safety of the patrons is affected, before, during or after the event.

Required initial after reading: _____

After the event you are responsible for:

1. Removal of all decorations and other items brought in.
2. Cleaning the facility – including outside areas.
Vacuum, mop & sweep floors. Wipe down & sanitize all counters, tables & kitchen surfaces, tables & chairs put away with the exception of the 2 large tables, leave them up. Kitchen left orderly & clean. Dishes are put away and not left in the dishwasher or drainer. If using the dishwasher do not leave the building with it still running. Pick up & bag all trash inside & outside and take to the dumpster, small key of the two assigned to you will open the dumpster lock. Make sure lock is secured on dumpster. Put trash bags back into trash cans. Trash bags are in the bottom of the black cabinet in the kitchen.
3. Windows and doors are to be locked prior to leaving.
4. Turn off all lights.
5. Put keys in drop box outside of meeting room door.

Required initial after reading: _____

Individual Buildings:

Meeting room & Kitchen: Optimal number of people is 45.

Dishes, flatware, utensils, etc. may be used, but **locked** cabinets in the kitchen are not for public use.

Please make sure all of your items are cleaned out of the refrigerator and freezer.

If you use the stove or microwave, make sure you leave them clean.

Gazebo, Courtyard & Grounds:

No hooks, nails, tacks, or confetti are to be used. Areas are expected to be left clean & orderly,

This includes cleaning the yard and all areas used or affected by your event. Please do not walk in the Flower beds, pick flowers or climb in the trees.

Church: Seating capacity is 142.

The aisle is approximately 41 ft. from door to altar area. There are 12 rows of seats on each side of the aisle with six seats in each row, except for two rows that have only 5 seats.

Decorations: Flowers and battery candles may be placed on the unity table.

For safety reasons no runners down the aisle. NO hooks nails, screws, tape, etc. may be used to secure flowers or bows on the sanctuary furniture, chairs/seats, walls, windows or doors inside or outside. You may tie flowers, etc to the seats, but no wires please.

The renter is responsible for removing all wedding decorations before you leave the building.

NO alcohol, food or other beverages allowed in the church.

Thank you for renting this historic property and we hope your event will be a memorable one. Your cooperation and assistance to preserve and honor this property is greatly appreciated.

ALL Contract Terms & Conditions have been read and are fully understood and have been initialed?

Signature _____

Date: _____