

C.H. Moore Homestead DeWitt County Museum

219 E. Woodlawn * Clinton, IL 61727

217-935-6066

General Facility Use Agreement: House Wedding

This agreement is made this _____ day of _____, in the year _____ by and between The C.H. Moore Homestead DeWitt County Museum (herein referred to as "Museum") and _____ (herein after referred to as "User").

1. PREMISES: The Museum hereby agrees to make available to User the following facilities located on the Museum premises, at the time and on the date(s) and for the purpose(s) indicated: below:

Date _____

Time _____

Location _____

Facilities _____

2. DEPOSIT: The Museum requires a \$100 deposit (separate from the rental fee) upon signing of this contract. The deposit will be refunded if the terms of the contractual agreement are met. (If the deposit is made by credit card, the \$100 deposit will be refunded in the form of a check.)
3. FEE: A \$200 rental fee is also required upon signing of the contract.
4. CANCELLATION: After approval is given, the Museum may terminate this Agreement only for good cause. In the event a wedding is cancelled by the User, the deposit and rental fee will be refunded in full if there has been no cost incurred by the Museum to accommodate the wedding.
5. LIASON: A member of the DeWitt County Museum Association Board of Directors will be assigned to each User. The Museum representative will be responsible for approval of any special requests. The Museum representative will also be present to assist and oversee during the wedding. Any requests or concerns should be made or expressed directly to your assigned representative. Museum representative has final say in all matters. _____ (initials)
6. AVAILABILITY: Wedding dates will be accepted based on availability and the Museum calendar. The wedding must take place during regular museum hours (Tuesday-Saturday 10am-5pm or Sunday 1pm-5pm) unless another time is approved by the wedding committee and the Museum representative. No weddings will be booked for the months of January, February, March or September.

7. USE RESTRICTIONS: The following restrictions shall apply to the User's use of the facilities:

A. All use of the facilities shall terminate no later than the time and date herein stated, and said Facilities shall be vacated by all persons using the same hereunder at or before such time and date.

Any time for User to set-up, tear down and removal of equipment must be budgeted as part of the usage agreement as stated in Section 1 hereof. User will reimburse the Museum for any overtime compensation it is required to pay its staff during such additional time.

B. User shall have the use of the Facilities only for the purposes stated herein.

C. User specifically agrees not to nail, tape, or screw anything to the floor or walls of Facility and shall be responsible for any and all damage to the Facility and to the Museum's personal property therein, or to the property of any third party which is on loan to the Museum, caused by the acts of User or User's agents, servants, employees, patrons, licensees, invites or guests, whether accidental or otherwise; and User further agrees to leave the premises in the same condition as existed on the date that possession thereof commenced. All decorations must have prior approval. All decorations must be removed promptly after the wedding. No furniture is to be moved from the rooms. Any changes to the room's arrangement or appearance must have prior approval. _____ (initials required)

D. User shall indemnify and hold the Museum harmless from and against any and all claims, injuries, damages, expenses, losses, suits or causes of action (including reasonable attorneys' fees) resulting from or arising in connection with User's use of the Facilities.

E. User will provide the Museum with a certificate of liability insurance at least 30 days prior to the event date.

F. No food or beverages will be allowed in the house.

G. Absolutely no alcohol (unless part of the wedding ceremony/communion) will be allowed on the premises.

H. Absolutely no smoking will be allowed on premises.

I. Ceremonies and all guests are limited to the main floor rooms only. _____ (initials)

J. User is responsible for music. Musical arrangements must be pre-approved.

K. House weddings are limited to 25 total individuals (wedding party, family, guests, photographers, etc.) total. No exceptions.

L. Limited space for prearrangements (dressing, hair, make-up, etc.) is available in the Museum basement. Because space is limited, User is advised but not required to make wedding preparations elsewhere.

8. CANCELLATION POLICY: In the event a wedding is cancelled, the deposit and fee will be refunded in full if there has been no cost incurred by the museum to accommodate the wedding.

9. ETC.: Those matters not herein expressly provided for shall be decided by the Museum and/or its representatives or agents and such decisions shall be binding upon the User.

10. SPECIAL ARRANGEMENT/REQUEST (if applicable):

IN WITNESS THEREOF, the parties have executed this Agreement as of the day and year first above written.

Museum Representative (Print)

User (Print)

Signature

Signature

Date

Date

Contact Person Name _____

Complete Address _____

Phone Numbers(s) _____