

Littleton and Chatham Historical Society
Facility and Grounds Rental Policy Apr. 13, 2015
Pleasant Grove Chapel and Community Center/Hall
601 State Street, Independence, IA 50644

All reservations and agreements made are subject to the rules and regulations of the Littleton and Chatham Historical Society and are subject to the following conditions:

1. All events must be submitted 2 months prior to event for preapproval by the LCHS board. Applications are required to be submitted using the format provided and the agreement to the terms and conditions of facility use.
2. The charges for the facility are \$100 donation and \$50 deposit for all family and non-profit functions. You will be returned the \$50 deposit after the facility is checked for any damages. Commercial and for-profit use will be charged a \$300 flat fee.
3. No food or beverages are allowed outside of the hall, i.e. upstairs. There is currently no restroom on basement level, bathrooms will be accessed by exiting the back of the building and re-entering on the main level unless permitted otherwise. Smoking is not allowed within the facility and alcohol is not permitted on the premises. No animals are allowed within the facility.
4. Technical amenities are at a minimum. Please notify staff of any technical needs.
5. The Pleasant Grove Chapel is an excellent place for a small wedding or funeral. Chapel access is limited to the upper level, unless approved otherwise.
6. The Pleasant Grove Hall, located in the basement of the facility is an excellent place for a moderately sized program, meeting, fundraiser or dinner. A small kitchen is available for use. Hall access will be from the rear of the facility entering directly into the basement. Hall access is limited to the lower level and the kitchen facility unless approved otherwise. Extended usage beyond five hours may be granted for an additional charge.
7. Setup prior to the event must be done during preapproved hours so as to not conflict with other activities and operations and be coordinated with an LCHS board member. Decoration attachment methods must be preapproved. The hiring of entertainment, catering or other contracted work must also be preapproved.
8. Client may not move or alter any fixtures or furnishings without prior approval of the staff. Rice, bird seed, sparklers, or fresh flower petals are not permitted inside the premises. The premises must be returned to the same state upon arrival, including removal of decorations. Candles will be permitted with prior approval. Items used during event and garbage must be removed by the client. The client is responsible for any and all damage that occurs as a result of this event, including the building, fixtures, equipment and personal property. The LCHS will bill the client for the repair or replacement charges after the event. The LCHS will not be responsible to the damage or loss of any items left on the premises by the client, prior to, during, or after the client's function. Client must be familiar with location of fire extinguishers and contact the LCHS in an emergency.
9. Access to displays and exhibits must be prearranged for viewing during event time period. Designated areas are limited to staff only. Displays and exhibits shall be respected and copyright rights stand enforced. Facility may be open to the public and event attendees must be respectful to the public. Visitors shall park within the designated parking area and respect private property.

Please notify staff after your event of any recommendations you may have for our facilities or any needs that were not met that could be better accommodated in the future.

Littleton and Chatham Historical Society
Facility/Grounds Rental Application & Agreement

Activity/Function Name: _____

Description of Event: _____

_____.

Event Date: _____ Facility unlocked: _____

Time: _____ am/pm to _____ am/pm

Date of Setup: _____

Decorations/ setup plans include: _____

Estimated Attendance: _____

Technical amenities needed for setup: _____

Family/Nonprofit: Deposit \$50 and Rent \$100= \$150

Commercial/For profit: \$300

By signing this agreement I agree that I have read the terms of the Facility Rental Policy. I agree to the terms of the Facility Rental Policy. I further agree to defend, protect, indemnify and hold harmless the Littleton and Chatham Historical Society and its officers, directors and members from any and all liability, claim, action, suit, loss, damage or negligence that may result from participation in this activity or function.

I further agree that I, the said facility user, shall be responsible for any damage that occurs as a result of said event and that I will be responsible for the charges incurred to repair or replace any damages.

Facility User Signature: _____

Date: _____

Facility User Name: _____

Phone: _____

Facility User Address: _____