



2018 The Blairstown Museum Rental Terms

PLEASE CONTACT THE PROPERTY MANAGER AT LEAST 7 DAYS BEFORE YOUR RENTAL

VENUE: The venue you are interested in renting is the Blairstown Museum. _____ **Initial**

RENTER: The person renting the Blairstown Museum (1) must be at least 21 years old; (2) renting the venue solely for their own business; and (3) will be present during the entire period of the rental use. _____ **Initial**

USE: The Blairstown Museum is being rented for: _____

The Property Manager reserves the right to refuse or terminate rental for any function. The Property Manager may, in their discretion, allow the use of the Blairstown Museum for community functions at no charge. Blairstown Museum Members have first right of use, if so desired. A fee or deposit may not be required for Blairstown Museum Members, according to their membership level. _____ **Initial**

SPACE REQUIRED: 4-foot table or 6-foot table

The Blairstown Museum will provide you with a folding table in the size specified, up to two (2) chairs and black tablecloth. _____ **Initial**

DAY REQUIRED: Friday or Saturday

Full day = \$35.00 The rental fee is due at time of rental booking. The Blairstown Museum must be completely vacated, regardless of the rental day, by 5 PM. _____ **Initial**

DEPOSIT: A Deposit of \$35.00 must be paid at the same time as the rental fee. After the Blairstown Museum has been checked to the satisfaction of the Property Manager, the Blairstown Museum will promptly return the full or unused portion of the deposit to the Renter.

The Blairstown Museum shall retain all or a portion of the deposit in the event that the Blairstown Museum, grounds, or facilities are damaged or are not cleaned to the satisfaction of the Property Manager. If repairs or cleaning expenses exceed the deposit, the Renter shall be obligated to immediately pay the Blairstown Museum any additional amounts to restore the property to the pre-rental condition. _____ **Initial**

CANCELLATIONS: If a Rental reservation is canceled 30 days prior to the rental date, the Blairstown Museum shall promptly refund the Deposit and Rental Fee. If a rental is canceled less than 30 days prior to the rental date, the Blairstown Museum shall retain 50% of the Rental Fee and shall promptly return the Deposit and 50% of the Rental Fee. _____ **Initial**

CHECK-IN / CHECKOUT: The Property Manager will enable check-in and setup one-hour prior to opening. The Renter must make arrangements with the Property Manager at least 7 days in advance of the rental date. _____ **Initial**



HOLIDAYS: The Blairstown Museum and their Members have first right of use, if so desired, of the Blairstown Museum on nationally designated holidays. _____ **Initial**

MUSIC/NOISE: Indoor and outdoor music is not permitted. _____ **Initial**

ALCOHOLIC BEVERAGES: Alcoholic beverages may not be served to, or by any person less than 21 years of age. Other controlled dangerous substances are not allowed on the property. The Renter is solely responsible for the conduct and safe journey home of any intoxicated or impaired guest. _____ **Initial**

DECORATIONS: Decorations to walls, ceilings, windows and doors are not permitted. _____ **Initial**

CLEANING: The Renter is responsible for returning the entire Blairstown Museum and grounds to the pre-rental condition. All trash must be removed from the property. The Property Manager will review the pre-rental condition of the items listed on the Renter Inspection Checklist and must be fully satisfied with the post-rental cleanup and conditions. _____ **Initial**

RENTING OF EQUIPMENT/SUPPLIES: Any renter who wishes to enter into any rental agreement for party rental equipment, inflatables or any other equipment that may require an insurance liability waiver must contact the Blairstown Museum prior to signing any contract. _____ **Initial**

CLEAN-UP PROCEDURES

1. Pick-up your exterior trash around the Blairstown Museum and all other areas used.
2. Remove trash. (Take home for disposal/recycling).