

Stephenson County Historical Society Facility Rental Special Use Policy

The Grounds of the Stephenson County Historical Society Museum (referred to from here as SCHS) are available to rent for special occasions such as weddings, receptions, parties, etc. Interested parties (referred to from here as RENTER) must follow the guidelines listed below:

Hours

1. Hours of use are 8am and 10pm.
2. Rentals are not available on holidays and the days of Historical Society Special Events.

Included in Rental Fee

1. Lawn areas (nothing is allowed within planted gardens)
2. Gazebo
3. Paved parking lot area
4. Restrooms –this includes 2 handicapped accessible indoor restrooms. *This may not be adequate for large groups. It is the responsibility of the renter to make arrangements to supply temporary, portable bathrooms for the event, if needed.*
5. Large Room in the Carriage House - Up to 2 hours included in rental fee. For additional time see FEES section.
6. Access to exterior electrical outlets and utility costs (Renter must supply appropriate electrical extension cords)
7. Outdoor trash cans and garbage pick-up

Not Included in Rental Fee

1. Set-up or clean-up crews; this is the full responsibility of Renter
2. Food preparation area or food storage space
3. Use of the interior of any other building on museum grounds unless specifically agreed upon in writing
4. Any supplies or equipment
5. Tours of the Museum- If event occurs during hours the museum is open to the public, any guests wishing to tour the museum buildings must pay the admission fee
6. Use of the interior of any buildings for photography purposes- see FEES section for more information
7. Liability Insurance

Fees

1. **\$200-** Rental of the Arboretum for a Maximum of Five (5) hours with up to Two (2) hours use of Carriage House
2. **\$25-** Additional Per-Hour Fee is for use of either Carriage House or Arboretum Grounds (extending hours of both would be \$50 per hour) Please note: Maximum number of attendees for events is 150 persons
3. **50%** of the rental fee is required to save the date. The other 50% is due within 30 days of the event
4. **\$100-** Damage Deposit- must be paid within 7 days of the event. A refund check will be issued upon inspection by SCHS. By signing this contract the Renter acknowledges responsibility for the cost of additional repairs exceeding the \$100.00 deposit
5. The SCHS can furnish the use of up to 24 metal folding chairs for an additional **\$1.00 per chair**. Renter is responsible for set-up and take-down of chairs
6. **\$25-**with rental of grounds- Use of the Interior of the Taylor House Mansion for personal photography use

Refunds

1. 100% minus a \$25 processing fee will be given if written notice is received up to 30 days prior to event
2. 50% minus a \$25 processing fee will be given if written notice is received 15-30 days prior to event
3. No refund (except Damage Deposit) will be given for events canceled less than 14 days before event
4. SCHS cannot refund money for cancellation for event due to inclement weather

Parking

1. A limited number of parking spaces are located within the museum grounds
2. Attendees may also park along paved driveway
3. Additional street parking may be available
4. **There is absolutely no parking on lawn for guests or deliveries. Renter is responsible to make sure this is enforced and is responsible for any damage incurred due to violation of this rule**

Set-Up/ Take-Down

1. Clean up should be completed one hour after the conclusion of the event-or by arrangements with the SCHS
2. SCHS Staff must be informed of all deliveries and/or pick-ups times. Deliveries and set-up should be made either the day before or the day of the event and pick-ups should be scheduled for the day after the event unless agreed upon by SCHS
3. All refuse must be cleaned up and placed in plastic trash bags provided SCHS
4. No nails, screws, staples, tape, markers, paint, stakes, etc can be used on the grounds, buildings, structures or trees without permission
5. If tents or other shelters are to be used, renter must consult with SCHS staff no less than 10 days in advance to make sure all underground utility lines are located and marked
6. Renter is responsible for any damage done to plants, trees, lawn, buildings, structures, or artifacts by guests, delivery services, or other workers

Alcoholic Beverage Policy – Absolutely no alcoholic beverages may be served or consumed, in accordance with the Freeport Park District’s General Use Regulations

The Historical Society reserves the right to refuse to schedule a private event for any reason

Basic Information Sheet

Send completed form to: Stephenson County Historical Society, 1440 S. Carroll Avenue, Freeport, Illinois, 61032. Please direct any questions to the Historical Society Director at (815) 232-8419 or director@stephcohs.org

Renter Name _____ Phone Number _____

Address _____

Contact Person (if needed) _____ Phone Number _____

Requested Date(s) for Your Event: _____

Requested Times for Your Event: Start: _____ End: _____

Purpose of Event: _____

Estimated Attendance: _____

Will food and/or beverage be served? If YES, describe: _____

Will a tent be used? Yes _____ No _____ If yes, what size? _____

I am a (choose one): Member Non-Member of the Stephenson County Historical Society