

# MonDak Heritage Center



## RENTAL AGREEMENT

To provide our community with a unique facility for meetings and events and to continue to be a central part of an active community, the MonDak Heritage Center (MDHC) makes its facility available for rental. This policy will also assist with operational expenses and upkeep of the facility.

Everyone who would like to use the facility, including staff, members, volunteers, and board members, must fill out a rental agreement and pay any fees incurred for the rental. Fees for events may be waived at the discretion of the executive director. The rental agreement must be filled out by a staff member who is not also renting the facility. Even if the staff, member, volunteer, or board member has a key to the facility, there will still be a paid staff member on hand for questions and to run the gift shop while the event is taking place.

APPROPRIATE EVENTS INCLUDE, but are not limited to: business or organizational meetings, luncheons, anniversary parties, birthday parties, small civil weddings<sup>1</sup> and/or receptions. PLEASE REMEMBER: MDHC is first and foremost a Museum; exhibits and art exhibits must be considered to be of prime importance for any activity held at the MonDak Heritage Center. All MDHC programs and related activities have precedence over rentals, and rental availability is subject to those scheduled activities. Reservations are only final once this Rental Agreement is signed by both parties and your caterer (if one is used) has come to the museum to review the guidelines.

### **501(c)(3) RESTRICTIONS:**

The museum facility belongs to a 501(c)(3) nonprofit organization, and our nonprofit status includes some legal restrictions affecting how the facility is used. The MonDak Heritage Center does not provide space for political events or campaigns; religious events, ceremonies, and services; profit-making activities; fundraisers for other organizations; or any activities inappropriate to our mission.

You must visit with MDHC staff as you plan for your event to determine if the MonDak Heritage Center is an appropriate location. We will gladly answer any questions for specific arrangement or needs you may have. Floor plans are available to assist in your planning.

### **AREAS AVAILABLE FOR RENTAL:**

Because the Heritage Center is a public building, we follow safety and attendance limits established by fire codes and insurance requirements.

1. Areas available for special events and meetings include:
  - a. South Gallery – Larger meetings and events (limit 100 guests)
  - b. Center Gallery – Smaller meetings and events (limit 50 guests)
  - c. Research Library – Small meetings only (limit 10 guests, no food or drink).

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<sup>1</sup> Religious wedding ceremonies are absolutely prohibited.

## **CANCELLATION**

If your event is cancelled less than 48 hours in advance, all deposits are forfeited.

## **SPECIAL REQUIREMENTS:**

In order to preserve the public trust and to protect the collection and facility, the following rules must be strictly enforced.

1. The MonDak Heritage Center is a non-smoking facility.
2. Evening events must end by 9 p.m. unless otherwise agreed.
3. NO open flames (including candles, and sterno cans).
4. NO balloons, confetti, glitter, birdseed, plants, flowers, or other items that may cause harm to MDHC collections.
5. Exhibits or other artwork cannot be rearranged for your event.
6. Each organization must have a current rental agreement with MDHC, signed by the individual responsible for that event.
7. MDHC must be returned to a business ready state immediately following your event. Check with the MDHC representative present for your event for details.

## **FOOD AND BEVERAGES:**

1. MDHC does not generally allow alcoholic beverages on the premises as part of facility rentals. MDHC may allow beer and wine (no hard alcohol) by licensed caterers or servers at the discretion of the Executive Director.
2. MDHC does NOT provide catering for events held in MDHC. Since MDHC has minimal kitchen facilities for food service, you and your caterer must visit the Center together before the event to plan for food service. **All caterers must contact MDHC prior to the event to make arrangements for their delivery and set up, even if they have catered here in the past.**
3. MDHC does NOT provide china, flatware, or glasses.
4. MDHC staff and volunteers are NOT available for food service assistance.

## **RATE STRUCTURE:**

### **• Events during business hours:**

- Meetings: MDHC does not charge for non-profit groups or MDHC members to hold a meeting at MDHC during business hours. For meetings for non-members, MDHC charges \$50 for the first hour and \$30 for an additional hour. Meetings during business hours are limited to up to two hours. Meetings during business hours must be in the South Gallery (for large groups) or the Research Library (for small groups without food or drink).

- Programs: For any individual or group looking to hold a public program (a speaker or activity open to the public) at MDHC during business hours, MDHC charges \$50 for the first hour and \$30 for each additional hour. MDHC may waive the fees for programs that fit the mission of MDHC and at the discretion of the Executive Director.
- **Events after/before business hours:** All rentals after/before business hours require a \$50 base fee for the first hour. MDHC members and non-profits pay \$30 per hour for each additional hour, and non-members pay \$50 per hour for each additional hour. Memberships are available at the time of rental. *If event extends past initial agreement, additional hours charged at same rate and payment due at end of event.*
- **Audio/Video equipment:** There will be a \$25 charge to use the Audio/Video equipment. This includes the sound system and/or projectors. MDHC does not have a laptop available for rental use.
- **Linen Use:** MDHC has linens available for use during special events and meetings. There is a cleaning charge of \$5 per tablecloth used, with a maximum charge of \$40.
- **Damage/Cleaning Deposit:** There is a \$50 damage/cleaning deposit required for all rentals. All or a portion of the deposit will be refunded depending on any damage or additional cleaning necessary after the event.
- **Kiln:** There will be a \$15 charge per firing to use the kiln. All kiln use will be performed by the Education/Outreach Coordinator. Kiln Firing will be scheduled at the discretion of MDHC and MDHC is not responsible for any damage to any items.

**SERVICE OPTIONS:** please indicate your needs and specify quantity if applicable.

6' Tables (10 available): \_\_\_\_\_ Card Tables (10 available): \_\_\_\_\_

High Tops (9 available): \_\_\_\_\_ Chairs (120): \_\_\_\_\_

Tablecloths: \_\_\_\_\_ Projector/Screen: \_\_\_\_\_ Microphone/Sound System: \_\_\_\_\_

Podium: \_\_\_\_\_ Other Equipment Requested: \_\_\_\_\_

**BASE FEE (FIRST HOUR): \$50**

**ADDITIONAL HOURS:** \_\_\_\_\_

Non-Profit / MDHC Members: Additional hours x \$30 = \_\_\_\_\_

Non-Members: Additional hours x \$50 = \_\_\_\_\_

LINEN CLEANING CHARGE: \_\_\_\_\_

DAMAGE/CLEANING DEPOSIT: \_\_\_\_\_

**TOTAL CHARGE COLLECTED:** \_\_\_\_\_

CLEANING DEPOSIT REFUNDED: \_\_\_\_\_

**Name or organization:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Approximate number of guests:** \_\_\_\_\_

**Table Linens (Black) #** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_

**Deposit Check #** \_\_\_\_\_

**Rental Fee:** \_\_\_\_\_

**I have read and understand the MonDak Heritage Center Rental Policies.**

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Telephone # (s)** \_\_\_\_\_ **Email address** \_\_\_\_\_

**MDHC Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_