

Hearthstone Historic House Museum Rental Policy

The purpose of this policy is to protect the Hearthstone Historic House Museum from undue wear and tear caused by renting the property. All people and groups need to understand that this policy makes the renter responsible if they damage the house. The Hearthstone is a historic landmark that needs to be a living museum and treated with care.

General Rules

Users shall vacate the premises no later than the date and time specified on the contract. We reserve the right to dispose of any equipment or items left behind after the contract date and time and to bill the user for any costs associated with such disposal.

The Hearthstone is not responsible for loss due to theft or disappearance of articles or personal property during an event. For questions regarding lost and found please contact the executive director at 730-8204.

No animals allowed except for service animals.

Users shall not block the entrances, halls or stairs to ensure public safety. Do not bring any hazardous materials to the Hearthstone.

Users will at all times conduct its activities with the utmost regard for public safety and follow all rules of the Hearthstone.

All setup and teardown will be under the supervision of the Hearthstone. All house lights will be controlled only by Hearthstone representatives.

All guests are prohibited from touching switches, electroliers and shades.

Handicap access is available on the main floor and basement only.

Smoking is not permitted. Smoking in the Hearthstone is grounds for termination of the event.

Clean-up and removal of all trash is the responsibility of the renters.

Please be advised that you the applicant are responsible for the actions of your guests, vendors, and/or organization. You will be held responsible for any damage or excessive clean up caused by your vendors and guests. Any and all fees levied due to damage or excessive clean up will be determined solely by the Executive Director.

All federal, state and local laws and ordinances must be followed at all times.

Reserve a Date

Call to reserve the Hearthstone 14 days in advance. If your date is sooner than 14 days please call and see if there is availability. The Hearthstone will accommodate holding a date where possible. Please resolve the hold within 3 days of making the request. To reserve a date at the Hearthstone call 920-730-8204.

Complete Application of Intent

Contract must be signed 14 days prior to event

Contracts must be signed 14 days in advance and be accompanied by the security deposit. The Hearthstone will provide confirmation of the contract within 3 business days. For reservations made less than 14 days in advance, the signed contract and security deposit will be due at the time of request and Hearthstone will respond within 1 business day.

Event Insurance

Renter must supply evidence of event insurance of \$1,000,000 14 days prior to the event (estimated cost is \$250 through NASEP). This insurance must be from a recognized insurance company covering your entire event. If renters do not have their own insurance, event insurance can be provided through the Hearthstone at a cost of \$100.00 per day.

Payment Schedule

A security deposit of 50% of the rental fee is due 14 calendar days prior to the event. The remaining balance is due 7 calendar days prior to the event. If a credit card is used the number will be kept on file until after the event in case additional fees are incurred or damage is committed to the property.

Rental Fee Schedule

Rental time is not just the time of the event, it must include the entire time the house is used by the event. Example: if event setup takes 2 hours and the event is 4 hours then the rental is 6 hours.

4 hour rental	\$750
<u>Additional fees:</u>	
Setup fee (entire downstairs)	\$200
Setup fee (single room)	\$50
Security fee (required for groups over 30 people)	\$200
Additional hour	\$200
2 hour luncheon special	\$100
(.5 hrs setup, 1 hr lunch, .5 hrs tear down)	
Additional fee:	
Setup fee (single room)	\$50
1 hour non-photo rental	\$200
Monday - Wednesday all day event (8am – midnight)*	\$2,500
(includes all rooms on the main floor as well as two rooms on the second floor)	
Setup fee (required)	\$200
Security fee (required)	\$500
<u>Additional fees:</u>	
Additional security fee (required for groups over 30 people)	\$200
Additional single room on second floor	\$200
Additional two rooms on second floor	\$200
Hours after scheduled time	\$500
Thursday - Sunday all day event (8am – midnight)*	\$3,500

*Included in the rental fee: the main floor, tear down and setup of hearthstone displays, up to 6 folding tables and 36 chairs, standard utilities, Hearthstone representative.

(includes all rooms on the main floor as well as two rooms on the second floor)

Setup fee (required)	\$200
Security fee (required)	\$500

Additional fees:

Additional security fee (required for groups over 30 people)	\$200
Additional single room on second floor	\$200
Additional two rooms on second floor	\$200
Hours after scheduled time	\$500

*Included in the rental fee: the main floor, tear down and setup of hearthstone displays, up to 6 folding tables and 36 chairs, standard utilities, Hearthstone representative.

One Hour Photography Session	\$50
Additional hours	\$50

Occupancy

The Hearthstone is limited to 12 people on the second floor. The third floor may not be used. The main floor and basement have practical limits of 50 people standing. The dining room, library and parlor can seat 12 people each. The basement has two rooms that can seat 12 each.

Photography

The Hearthstone allows photography and video recording for weddings of guests and the wedding party. The Hearthstone does not allow whole-scale photography and video recording of the entire house. If special photos are requested the Hearthstone will work with the photographer to properly convey the restrictions.

Event photography is allowed. Please work with the Hearthstone staff to understand the restrictions. Still photography and videography are permitted for private, noncommercial use only. Photographs/videos cannot be published, sold, reproduced, transferred, distributed, or otherwise commercially exploited. Videos may not be uploaded to social networking sites. Photography/videography are not permitted in special exhibitions or in areas designated as "No Photography".

The Executive Director of the Hearthstone has the final approval of all photography.

Security Deposit

A security deposit of 50% of the entire rental fee must be made at time of contract signing.

Refunds

If an event must be canceled by Hearthstone, a full refund of the security deposit will be made. All refunds will be made within 14 days of cancellation.

Cancellation Policy

Cancellation made by the renter after the contract has been signed will require a forfeiture of the entire security deposit, which is 50% of the rental fee.

The museum reserves the right to refuse or cancel rentals on the basis of unavailability, safety, or inappropriateness of the event as determined by the Executive Director.

Security

All events will have a minimum of one Hearthstone Historic House Museum representative present. This person is responsible for the house and museum and is the ultimate authority for the event. An additional representative will be on hand for groups over 30 people. Please be advised that the Hearthstone staff is there to protect the museum and has the right to remove destructive individuals up to and including closing down an event when the security of the property or building is in question.

Event Catering

All events requiring catering must use a Hearthstone approved caterer. The Hearthstone does not allow the serving of red wines, red juices or tomato juice. Red sauces and gravies are also prohibited. The following caterers are approved:

Other caterers can be approved upon request. They are required to follow the food policies provided by the Hearthstone. The caterer must provide all food, beverages, plates, flatware, linen, etc. The Hearthstone will only provide tables and chairs. The Hearthstone has a sink, a small microwave, and a preparation area for food but does not have a stove or refrigerator. Outlets are available in the preparation area for coffee pots and small electrical appliances. Food is not allowed on the second floor.

All unconsumed food may not be taken from the Hearthstone, with the exception of baked good. Users may arrange to pickup unconsumed food from the approved caterers place of business.

Florist/Decorations

Free standing decorations are allowed. Decorations must be fire retardant and adhere to the fire codes of Appleton. No open flames allowed higher than one inch below the top of the enclosure. Rice throwing is not allowed at the museum. Bird seed may be thrown outside the museum. Bubbles are not allowed inside the museum. No decorations may be attached in any manner, except under the discretion and direction of the Executive Director.

Small floral arrangements, not to exceed five per room, are allowed. Large floral arrangements are charged a separate fee for extra cleaning required to preserve the museum. See excessive clean-up fees.

Beverages

Alcoholic beverages are allowed. The caterer must have the license to serve alcohol. Serving alcoholic beverages must follow all federal, state and local regulations. Under no circumstances may alcohol be served to minors. Serving of alcohol to minors will result in the immediate cancelation of the event. To ensure the safety of all guests, the Hearthstone will call a taxi for anyone who appears intoxicated. The costs associated with the taxi are the responsibility of the guests.

Music/Entertainment

The Hearthstone is not equipped to handle commercial grade entertainment systems. The Hearthstone does allow small electronic devices with external speakers. Live music not requiring electricity is preferred. All entertainment must conform to federal, state and local laws and ordinances.

Print, Press, Photography

The name of the museum can be used in print and press for identification of location. Proofs of printed material where the Hearthstone’s name is used must be submitted to the Executive Director for approval before distribution. The Hearthstone does not endorse events except at the discretion of the Executive Director.

Parking

There is limited onsite parking (6 or 7 spots). On street parking is allowed on State Street and Front Street.

Additional Fees

All damage to artifacts and property will be charged at replacement cost and labor to the event. Damage to original switches, “electroliers”, or electrical fixtures or shades will be charged at \$10,000 per instance. Example – an electrolier with 4 shades is damaged. The charge would be \$50,000, \$10,000 for the electrolier and \$10,000 for each shade.

Excessive clean-up fees Actual cost + \$200 per room

Prohibited Events

The Hearthstone Historic House Museum will not allow any events that endanger its non-profit status. The museum reserves the right to refuse or cancel rentals on the basis of unavailability, safety, or inappropriateness of the event as determined by the Executive Director.

Agreement

I have read the policy and agree to all provisions and fees.

User

Date

Hearthstone Executive Director

Date