KELLEYS ISLAND HISTORICAL ASSOCIATION

P O Box 328, Kelleys Island OH 43438

419-746-2399, KImuseum@msn.com or info@KelleysIslandHistorical.org

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**RENTAL AGREEMENT**

DATE/TIME NEEDED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF RESPONSIBLE PARTY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REASON FOR RENTAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ESTIMATED SIZE OF GROUP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPECIAL REQUIREMENTS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(see contract details below, please read all items carefully)

**CONTRACT DETAILS**

USE - The rental fee covers the use of the building known as the Old Stone Church.

GROUNDS – This rental does not include the use of the adjoining grounds but does allow the use of the front yard for gathering. Since there is no food allowed inside the church, a tent and a small number of tables may be set up in the front yard for casual gatherings before or after the event. However, the yard may not be used for more than one hour before or after the event.

We agree to have the Church vacated and all personal items removed from the site by (time) \_\_\_\_\_\_\_. Special arrangements should be made if the tent cannot be taken down in a timely manner.

SECURITY DEPOSIT – The $250 security deposit assures that the building is left in the same condition in which it was found. However, a deduction may be made for removal of trash or for clean-up of debris outside of the building (confetti, rice, etc.) as well as damage or theft of objects. Every effort will be made to refund the security deposit in a timely manner.

THE BUILDING – This is an historic building, c1866. As such, it is not handicapped accessible, nor does it have many of the amenities that you would expect. There is no running water. Bathrooms are located in the Museum next door, which may not be open during your activity. There are public restrooms next to Kelley’s Hall downtown, a short drive or a 5 minute walk.

The church is fully air conditioned, heated and lighted. The interior of the church has pews and a small number of chairs. The pews cannot be moved. In addition, there is a large pot-belly stove near the middle of the room, which cannot be moved. There are shades on the windows to darken the interior. The chairs on the Altar cannot be used for extra seating. A small number of folding chairs are available from the Museum if needed. While candles are beautiful, we cannot allow them inside the church due to fire regulations.

PARKING – Parking is limited, please take this into consideration in your plans. There is no parking on the grass. We suggest you arrange for a taxi, tram or car-pool to transport guests to the church.

ACCESS – It is important that we know your approximate arrival time so the building can be opened for your use.

DECORATIONS – Nothing may be attached to the walls, fixtures or furnishings. All decorations must be self-supporting. No staples or tape may be used. Decorative items may be tied onto furniture with ribbon or string.

SMOKING – This is a non-smoking building.

FOOD – No food, beverages or alcohol are allowed in the building.

CONTACT PEOPLE – In the event of an emergency, call 911. We have a fully equipped EMS squad and paramedic. Once your reservation is confirmed you will be given the name of

a contact who can answer your questions.

RESERVATIONS – Your reservation is confirmed only when you received written notification from the Kelleys Island Historical Association.

I/We agree to indemnify and hold harmless the Kelleys Island Historical Association, its officials, employees or volunteers and agents from all claims resulting from any and all injuries or damage sustained, except that arising out of sole negligence of the Kelleys Island Historical Association, its officials, employees or volunteers.

I/We acknowledge that the Kelleys Island Historical Association makes no claims as to the conditions or safety of reserved facilities and users of these facilities do so at their own risk.

I have read and fully understand this agreement and I agree to abide by them.

GROUP REPRESENTATIVE (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_

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**OFFICE USE**

Received Deposit $250.00 Check No. \_\_\_\_\_\_\_

Received Rental Fee $ 250.00 Check No. \_\_\_\_\_\_\_

Reviewed and approved by the KIHA Board on \_\_\_\_\_\_\_\_\_\_

Rental Confirmation sent \_\_\_\_\_\_\_\_\_