



MARATHON COUNTY HISTORICAL SOCIETY

410 McIndoe Street

Wausau, WI 54403

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**GARDEN RENTAL CONTRACT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Cell/Work: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
City, ST Zip: \_\_\_\_\_ Member:  Yes  No  
Non-Profit:  Yes  No

**EVENT INFORMATION**

Date: \_\_\_\_\_ Event Type: \_\_\_\_\_  
Time: \_\_\_\_\_ Event is for: \_\_\_\_\_  
(Total time from beginning to end, up to 3 hours) # of Guests: \_\_\_\_\_

Rehearsal/Preparation (1 hour time period prior to event)

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Summary of Rental Charges**

- Up to 25 Guests  \$400.00
- Up to 75 Guests  \$450.00
- Up to 100 Guests  \$500.00
- Up to 150 Guests (maximum)  \$550.00

**Additional Fees**

\_\_\_\_\_ Hours over 3 Hours @ \$50/Hr: \_\_\_\_\_  
\_\_\_\_\_ Hours Beyond Normal Operating Hours @ \$20/Hr: \_\_\_\_\_

**Subtotal:** \_\_\_\_\_

Less 10% Member/Nonprofit Discount: \_\_\_\_\_

Refundable Damage Deposit: \$100.00

**TOTAL RENTAL CHARGES:** \_\_\_\_\_

**RENTAL TERMS**

**RENTAL AGREEMENT:**

In accepting the use of the Garden and Carriage House of the Yawkey House Museum, the renter accepts that this is a historical building/garden and museum, and that the Yawkey House Museum will be open for public tours during normal operating hours. *Renters and their guests are expected to follow acceptable museum etiquette, and children are to be supervised at all times.*

**RENTAL TERMS CONTINUED**

**RENTAL AGREEMENT CONTINUED:**

**I understand and agree to the terms of this rental contract. I also understand that noncompliance to the terms, failure to clean-up after my event, and/or damage incurred to the Yawkey House Museum grounds or Carriage House is my responsibility. Noncompliance will result in no less than the forfeiture of my damage deposit. Expenses incurred by the Historical Society for extra cleaning and/or damage repair will be my responsibility.**

\_\_\_\_\_  
Signature of Responsible Party \_\_\_\_\_  
Date

**PAYMENTS**

Date: _____	Date: _____	Date: _____
Amount: _____	Amount: _____	Amount: _____
Method: _____	Method: _____	Method: _____
Received By: _____	Received By: _____	Received By: _____
Balance: _____	Balance: _____	Balance: _____

**RENTAL TERMS**

**Reservations:**

1. Reservations for your event must be made through the Marathon County Historical Society.
2. A 50% down payment of the total rental charges (including damage deposit) is required at the time the reservation is made. The remaining balance is due 30 days prior to the scheduled rental. The date will *NOT* be held unless the down payment is received.

**Payments & Pricing:**

1. The rental for the Yawkey House Museum Gardens includes a three hour time period and access to the Pierce-Arrow Room of the Carriage House. Restrooms are available in the Carriage House and may be used for the event. If the event is held during normal operating hours, additional restrooms are available across the street at the Woodson History Center. Access to the Yawkey House Museum is not included in this contract. Tours may be arranged at an additional charge.
2. An additional one hour time period used for rehearsal or preparation time is included in the contract price and can be scheduled prior to the event. All listed prices are subject to change and availability.
3. There is a \$50 non-prorateable fee for each hour after the contracted three hours.
4. The normal operating hours of the Marathon County Historical Society are Tuesday – Friday from 9:00 am to 4:30 pm and Saturday – Sunday from 1:00 pm to 4:30 pm. There is a \$20 non-prorateable staffing fee for each hour outside of the above hours.
5. The Yawkey House Museum Garden Photography fee of \$50 is included in the rental charge.

**Rental Terms:**

1. **NO** smoking or open flames on the premises – **NO** exceptions.
2. Parking is available in the Yawkey House Museum driveway for one car only. There is limited parking behind the Woodson History Center, and street parking is available for guests. ***Parking in the First United Methodist's parking lot is not included in the rental or permitted unless you have made prior arrangements with them.*** Please contact them immediately at 715-842-2201.
3. ***Limited wine or champagne to be used for toasting is allowed on the premises. Hard liquor and red wine are not allowed.*** The renter is responsible for obtaining a liquor license if one is required. The Marathon County Historical Society does not provide or sell liquor.
4. The Marathon County Historical Society can provide chairs for 25 or fewer guests. For events with more than 25 guests, the renter is responsible for the rental of all chairs from a rental company.
5. Two 8' long rectangular tables can be provided for use in the Carriage House, if requested at least one week prior to the event.
6. Event accessories, including arches, platforms, and awnings are not allowed unless previously discussed with the Marathon County Historical Society. Runners should be cloth and should be placed just before, and removed immediately following the ceremony. ***NO confetti, rice, or bird seed is permitted. Nails, staples, tape, or chains are not allowed anywhere on the grounds.***
7. ***NOTHING IN THE GARDEN MAY BE MOVED (BENCHES, PLANTERS, ETC.)***
8. There are anchors on the east side of the Carriage House for a tent. The tent must not exceed 20' x 20'. Please confer with the Marathon County Historical Society for procedures.
9. Electricity is available in the Garden. Live music is acceptable providing it is easily portable (i.e. string quartet, small ensemble). Amplified music or speeches are acceptable providing the volume is respectful to our neighbors. The Marathon County Historical History does not provide any sound equipment.
10. If food is provided with your event, we recommend using a catering service. The catering service should contact the Marathon County Historical Society Coordinator in advance to make proper arrangements.
11. Exterior signs used to indicate the location of the event must be previously discussed and approved by the Marathon County Historical Society. ***Use of the Marathon County Historical Society's sign is not allowed.***
12. **NO** political advertising, controlled substances, or firearms allowed on the premises.
13. The renter is responsible for clean-up of the Gardens, Carriage House, surrounding grounds, and restroom areas immediately following the event. The premises are to be cleared of all personal items such as decorations, papers, food, etc. ***The Gardens, Carriage House, surrounding grounds, and restrooms must be returned to the condition in which they were found.***

**Damage & Refundable Deposit:**

1. The renter assumes all responsibility for any damage, other than normal wear and tear, as a result of their guests, staff, volunteers, and/or any individual(s) on or near the facilities and equipment as a result of the renter's use of the facilities and equipment under this contract.
2. A \$100.00 refundable damage deposit is required. The Marathon County Historical Society will retain this deposit if the conditions of this contract have not been met, the area rented has not been properly cleaned, and/or any damage has occurred. This deposit may also be retained if the event exceeds the maximum time allowed. The renter will be invoiced for any cleaning/repair costs exceeding the \$100 damage deposit. If all the conditions of the contract are met, the damage deposit will be fully refunded and mailed to the renter following the event.

**Inclement Weather Policy:**

**NO** refunds will be issued in case of inclement weather. The Marathon County Historical Society can offer suggestions for contingency arrangements, including venues available across the street at the Woodson History Center. Additional rental fees apply.

**Cancellations by Marathon County Historical Society:**

The Marathon County Historical Society retains the right to cancel this contract with written notice at any time for the following reasons: misrepresentation of the event, any payments returned by bank for insufficient funds, threats of violence towards Historical Society employees, theft or damage of rental facility property, and/or failure to abide by the terms and conditions of this rental contract. The Marathon County Historical Society shall be allowed to keep the entire amount of this contract in the event of cancellation due to any reason in the above paragraph.

**Cancellations by Renter:**

1. Written notification must be received by the Marathon County Historical Society at least 90 days prior to the event to qualify for a full refund.
2. If written notice is received less than 90 days prior to the event, The Marathon County Historical Society will retain the 50% down payment and will refund any additional payments.
3. If written notice of the cancellation is received less than 2 weeks prior to the scheduled rental, the Marathon County Historical Society will retain 100% of the rental charges.
4. In all circumstances, the refundable damage deposit will be returned.

Please remember that the Marathon County Historical Society's primary mission is to serve as a museum and a library, and we ask that you respect the space around you. Thank you.

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**NOTES:**