

# 1719 HANS HERR HOUSE

## MUSEUM AND TOURS

### Application for use of the 1719 Hans Herr House & Museum Facilities

Please complete the following so that we may plan for your group's reservation.

Group making request \_\_\_\_\_

Date of Event \_\_\_\_\_ approximate times of event \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If different billing address, please list \_\_\_\_\_

Please describe the nature of the event: \_\_\_\_\_

#### Insurance Requirements & Hold Harmless Agreement:

The group at all times gives Lancaster Mennonite Historical Society a current certificate of insurance, evidencing that the group provides liability coverage acceptable to LMHS for accidents and injuries and names LMHS as additional insured. This coverage must adequately cover all events, food stands, volunteers and staff. Coverage of at least \$1,000,000 per occurrence and \$2,000,000 aggregate must be provided.

To the fullest extent permitted by law, the renter shall indemnify, defend and hold harmless LMHS from and against any and all claims for bodily injury, personal and advertising injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses which arise or are in any way connected with activities of the renter.

\_\_\_\_\_ Please check here that you have read and will adhere to all of the conditions for use of the 1719 Hans Herr House & Museum facilities & grounds.

\_\_\_\_\_  
(Signature of person responsible for adherence to policy)

\_\_\_\_\_  
(Date)

## Facilities to be used: (check all that apply)

	<u>Up to 3 hours</u>	<u>Each additional hour</u>
Herr House	\$ 300.00	\$ 80.00
Grounds	\$ 300.00	\$ 80.00
Herr House & Grounds	\$ 450.00	\$ 80.00
Guided Tour of House	\$ 1.00/ per person in rental group	

- A certificate of liability insurance covering the event, with LMHS named as an additional insured and a hold harmless agreement must be on file one month before the date of the rental, covering the event.
- Events must be scheduled at least three (3) months in advance.
- Additional hour rates apply to set-up and tear-down time.
- A non-refundable security deposit of 50% is due one (1) month prior to the event, with final payment due within ten (10) days after the event.

## Guidelines

1. The maximum number of people permitted inside the house is 50.
2. No food or beverages are permitted inside the house. The renter is responsible for trash removal.
3. Rental of the facilities & grounds will be after normal business hours; after 4:00 PM. Grounds set up may occur during business hours, keeping in mind that all buildings will be accessible for tours. Rental fees during the winter season (December 1 through March 31) will be an additional 50% above the listed fees.
4. The more readily movable artifacts on display in the House will be removed. Larger artifacts on display will be left in place and any damages caused to them shall be the responsibility of the rental group.
5. The following restrictions apply:
  - No alcoholic beverages permitted
  - No smoking permitted
6. Setting up of instruments (organs, pianos, etc.) and photographic equipment in the Herr House itself is permitted; keeping in mind the renter is financially responsible for any damage. This equipment may be set up elsewhere on the grounds.
7. A Hans Herr House staff member will be on duty for the duration of the event.
8. The rental group is responsible to provide tables, chairs, tents, porta potties, or other equipment that is needed. The Hans Herr House & Museum will provide limited electrical sources and access to the two restrooms in the Visitor's Center. Porta-Potties are recommended for groups over 30 people.
9. Church groups may use the facilities & grounds at a 50% discount off the rates above. Scheduling preference will be given to Mennonite and Anabaptist church groups.
10. The facilities & grounds may be used on Sunday mornings only for worship services. Sunday afternoon use is unrestricted as long as it is within the parameters set forth in this document.
11. For an additional fee of \$75.00, a costumed staff member will be available to provide a traditional 1750's style worship service if desired.
12. Foundation members at the Supporter level (\$100 membership fee) receive a 10% discount on the fees listed above. This does not apply to church group rental fees.

The undersigned understands and accepts these guidelines, and the declarations as stated in these policies.

\_\_\_\_\_  
Signature of person accepting this contract

\_\_\_\_\_  
date

\_\_\_\_\_  
Printed name of person accepting this contract

\_\_\_\_\_  
Hans Herr House director signature

\_\_\_\_\_  
date

\_\_\_\_\_  
date approve

\_\_\_\_\_  
date in

\_\_\_\_\_  
date out

\_\_\_\_\_  
deposit amt.

\_\_\_\_\_  
time in

\_\_\_\_\_  
time out

\_\_\_\_\_  
total time

\_\_\_\_\_  
insur. cert.