

1719 HANS HERR HOUSE

MUSEUM AND TOURS

Facilities and Ground Use Policy

Facilities to be used

	<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.