



BUILDING RENTAL FEES AND APPLICATION

700 S. Main St. Tuscola, IL 61953 217-253-2535

RENTAL FEES

Any hours from 7:00AM to 10:00PM

Earlier or later hours may be requested and require Board approval

<i>Member Fees</i>	<i>Non-Member Fees</i>	<i>Length of Rental</i>
\$30.00	\$50.00	Up to 2 hours
\$60.00	\$100.00	Up to 4 hours
\$90.00	\$150.00	Up to 6 hours
\$110.00	\$200.00	Up to 8 hours
\$140.00	\$250.00	Up to 10 hours
\$175.00	\$250.00	Per Day – 7AM – 10PM (and overnight if multiple days)

AN ADDITIONAL RENTAL FEE OF \$50.00 IS DUE IF ALCOHOL ON PROPERTY IS APPROVED.

Security Deposit equal to total rental cost is required 30 days before rental start date.

Building information –

- Use includes main exhibit area, kitchen, bathrooms and access to cleaning and trash areas.
- If food is served, a current Health Department Certificate must be provided and posted in kitchen at the event.
- If beer/wine is planned for the event and approved, Lessee agrees to provide, no less than two weeks prior to the event an insurance certificate naming the museum as a 3rd party insured and proof of Illinois dram license.
- 8'x8' stage, 12 inches tall (can be moved)
- Microphone / Speaker
- Fire code limits - With chairs only - 299 person limit. With tables and chairs - 150 person limit.
- If tables and/or chair are needed, they are available for use. Lessee is responsible for set-up and knock-down with direction and instruction by the Museum Director required.
- Signage and decorations must be approved by the Museum two weeks in advance.
- If rental requires any cases or artifacts to be moved, arrangements must be made with the Museum Director prior to the event. Note that some items cannot be moved.

Cancellation Policy –

- Full refund if museum is notified in writing 30 days prior to rental start date.
- 50% refund if museum is notified in writing 15 days prior to rental start date.
- 25% refund if museum is notified in writing 7 days prior to rental state date.
- No refund if museum is notified in writing less than 7 days prior to rental start date.

Name of the Event: _____

Brief Description of the type of event: _____

Approx. Number of People Expected: _____

Date(s) and Hours for the building rental: _____

Will beer and/or wine be brought onto the premises? Yes No
If yes, see page 1 for special requirements.

Will food be served? Yes No

Renter: _____

Mailing address _____

Work or Home Phone #: _____ Mobile Phone #: _____

Name of organization, if applicable _____

Mailing address: _____

Application must be submitted at least 45 days before the event unless Board approval has been obtained for less notice. To receive approval in a timely manner, the application should be submitted by the last Tuesday of a month. Upon approval by the Board, the renter's event will be added to the Museum calendar and a rental agreement provided for signatures. Renter can request a copy of the rental agreement at the time of application for his/her review.

Renter signature _____ Date of application _____

Museum Use Only

Date – application received _____

Approval by board: Yes____ No____ Date_____

Museum representative signature _____ Date _____