

DOUGLAS COUNTY MUSEUM 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

<u>Member Fees</u>	<u>Non-Member Fees</u>	<u>Length of Rental</u>
\$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)

Security Deposit equal to total rental cost must be provided.

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.

Building information -

Use includes main exhibit area, kitchen, bathrooms and access to cleaning and trash areas.
 If food is served, a Health Department Certificate must be applied for, granted and posted in kitchen prior to the event.
 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.
 Signage and decorations must be approved by the Museum two weeks in advance.
 If rental requires exhibits to be moved, arrangements must be made with the Museum Director.

Date - received application _____ Date(s) and Hours for event _____

Renter _____ Mailing address _____

Phone contact _____

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

Approval by board Yes ___ No ___ Date _____

Museum representative signature _____ Date _____