



**Hanover-Horton Area Historical Society**  
**105 Fairview St. P.O. Box 256 Hanover, MI 49241**  
**Website: [www.conklinreedorganmuseum.org](http://www.conklinreedorganmuseum.org)**  
**Phone: (517)563-8927**

**Deposit** \_\_\_\_\_  
**Check #** \_\_\_\_\_  
**Cash** \_\_\_\_\_  
**Balance Due** \_\_\_\_\_

**HERITAGE PARK EVENT CENTER RENTAL RATES AND AGREEMENT**  
**121 Tefft St. Hanover, Michigan**

1. Event Center contact person in charge of all rentals:  
 Jim Allen Phone: (517)563-9135 e-mail: [jimnlucy@frontier.com](mailto:jimnlucy@frontier.com)  
 or call HHAHS office (517)563-8927
  
2. Name of renter \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 e-mail: \_\_\_\_\_
  
3. Type of activity \_\_\_\_\_ Setup Time \_\_\_\_\_
  
4. Date of activity \_\_\_\_\_ Start time: \_\_\_\_\_ End: \_\_\_\_\_
  
5. Will food be served? \_\_\_\_\_ If catered, who will be the caterer? \_\_\_\_\_
  
6. Space needed: Meeting Room \_\_\_\_\_ Total Building \_\_\_\_\_ Use of kitchen \_\_\_\_\_
  
7. Rental Rates: Entire Building, Great Room (capacity 192 / 47' x 60') + Meeting Room (capacity 46 / 20' x 36') 4 hours for \$300.00 plus \$50.00 each additional hour.  
  
 Meeting Room (capacity 46 / 20' x 36') 2 hours for \$50 plus \$25 each additional hour.  
  
 Rental rates includes use of the kitchen as well as two hours prior to start time for decorating and one hour after for cleanup.
  
8. A deposit of \$50.00 will confirm the rental date. The rental deposit will apply towards the rental fee. The deposit will not be refunded if the date is canceled within 14 days of the event. The balance due is to be paid prior to or on the day of the event. Make the checks payable to HHAHS.
  
9. The renter is responsible for cleaning up as soon as the event is over. This includes cleaning of the tables, kitchen, counters, and floors. The removal of all decorations and placing all bagged trash in a designated area. The renter may choose to let the owner clean the building for an additional \$50 fee.
  
10. The kitchen is not to be used for regular cooking or grilling. Crock pots, roasters, coffee makers, etc. that belong to the center, a caterer or renter may be set up in the kitchen or event rooms. One refrigerator and freezer space will be provided. There is no icemaker. All table service and cooking utensils are to be provided by the renter or caterer.

11. All thermostats for heating, air conditioning and hot water are to be set by the Event Center's building attendant.
12. No alcohol is to be served or present in the building or on the Society's property.
13. There is **NO SMOKING** any place in the building.
14. All events must end no later than 12:00 Midnight and the building closed by 1:00 A.M.
15. The event is to be confined to the building, especially if there is loud music at night.
16. Illegal gambling, drugs, and lewd or indecent conduct will not be allowed.
17. Parking must be done so this is always room for an emergency vehicle to get to any of the exterior doors. Snow or mud will affect the parking areas.
18. The upstairs or "loft" is off-limits to all guests. The gate chain is to be across the stairway.
19. Decorations are only allowed on the tables or freestanding devices. Decorations are not to be hung on the walls or ceilings. The use of nails, screws, tape or any other fasteners that would leave permanent marks are prohibited. The use of lighted candles, incense, or other open flame devices is not permitted as decorations.
20. A facility attendant from the Hanover-Horton Area Historical Society will be assigned to supervise the building and grounds during a rental event. The attendant shall have complete authority and control of the facility during the rental and have the right of complete access at any and all times during the event. The attendant is there to protect the best interest of the Historical Society and has the right to terminate a function at any time if misconduct is indicated. The attendant does not alleviate the renter's responsibility to maintain control of guests at all times. The renter agrees to conduct activities that do not endanger any person's safety.
21. The renter assumes complete and total responsibility and liability for any and all occurrences or accidents and agrees to hold harmless the Hanover-Horton Area Historical Society, its members, agents, or volunteers. The renter is also responsible for any damage to the facility or grounds incurred during the time of rental.
22. Wagon rides at \$20.00 per hour are available. (Wagon holds 20 people) \_\_\_\_\_ hrs.
23. The renter understands that he/she has read and approved of this agreement.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Hanover-Horton Area Historical Society

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Renter