

Summary and Terms of Rental Agreement

The Pembroke Historical Society agrees to offer the Function Room, Kitchen and two Bathrooms for with a Board Member sponsor and the approval of the Board of Directors. Arrangements may be made to have access the day before for rehearsal or decorating needs.

Liquor may be served with proper licensing; there is a limit of 5 hours for pouring alcoholic beverages. If liquor is to be sold, a liquor license must be obtained from the Pembroke Board of Selectmen prior to the event. The Lessee is responsible for obtaining appropriate licensing and presenting it with rental application, deposit and payment to the Board member sponsor.

The Lessee will provide their own food, beverages, paper goods, decorations and linens. The Society offers the use of dishes, serving utensils, stove, and refrigerator.

Payment is due upon submittal of application. Damages to the building or contents are the responsibility of the Lessee, and additional fees may apply. Lessee may cancel contract up to 14 days in advance of event to receive a full refund.

The Lessee will be responsible for all cleanup and trash removal from the property and removal of all decorations by the end of the following day's business hours. The Lessee shall leave the premises in a clean, sanitary and safe condition. All Society-owned dishes and serving utensils must be cleaned and returned to their appropriate storage areas. The building must be finally inspected and locked by the Board Member sponsor for the function.

The Society will provide toilet tissue, bathroom hand soap, paper towels, kitchen cleaning soaps, brooms and mops.

The following **WILL NOT** be permitted on the PROPERTY:

- caustic or flammable materials in decorating or craft-associated usage
- nails and tacks for hanging decorations
- candles

- ❖ ***No Smoking is permitted on the property.***
- ❖ ***The property is NOT wheelchair accessible.***

Any and all photos and/or historic items currently on display shall remain in place. Tables, benches and chairs in the Function Room are available to the Lessee.

The basement will be closed during all rental functions; the Museum building will be closed unless arranged with the Board member sponsor to rent, see rental fees below.

Rental Fees:

\$150 total - Function Room / Kitchen / Bathrooms

\$200 total - Function Room / Kitchen / Bathrooms / Museum

** Board member REQUIRED being in attendance with use of the museum*

Pembroke Historical Society

Date of Application: _____

APPLICATION FOR RENTAL

Date of Function: _____ Hours Requested: _____

Name of Lessee _____

Address _____

Home Telephone _____ Work Telephone _____

Pembroke Historical Society Board Member Sponsor name and phone number:

Estimated Number of Attendees _____ Are Food and Beverages to served? Y / N

If a licensed caterer is to be used, the name must be provided: _____

Are alcoholic beverages to be sold? Y / N

*If yes, liquor license must be provided to Pembroke Historical Society
24 hours in advance of function.*

Will early access be required for decorating or set up? If so, please state day and hour needed : _____.

Damages to the building or contents are the responsibility of the Lessee to be determined at final inspection by sponsor, whereby additional fees may apply.

Rental Fee: \$150 total - Function Room / Kitchen / Bathrooms

\$200 total - Function Room / Kitchen / Bathrooms / Museum

(Board member REQUIRED being in attendance with use of the museum)

Cancellation Policy: Lessee may cancel contract up to 14 days in advance of event to receive a full refund.

The parties below agree to observe the Summary and Terms of Rental Agreement.

LESSOR:

LESSEE:

Board Member Sponsor

Date: _____

Date: _____

This application approved by: _____ **Date:** _____

THE FEE FOR THIS RENTAL IS: _____