



P.O. Box 174 Falmouth, Ma. 02541 (508) 548-4857 [info@museumsonthegreen.org](mailto:info@museumsonthegreen.org)

**CULTURAL CENTER BUSINESS MEETING RENTAL CONTRACT 2024**

**Contact Information**

Name of Organization or Company: \_\_\_\_\_

Contact for Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

**Meeting Information**

- Check here if you are a non-profit organization \$100.00 an hour
- Check here if you are profit organization \$150.00 an hour

**Rental Includes:**

- 52” wall mounted flat screen with A/V hookup
- Lectern
- Microphone
- WIFI

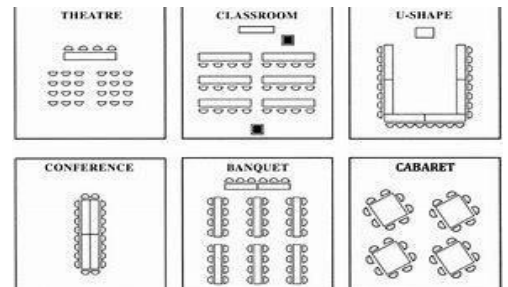
**Excludes:** Interiors of Wick’s House, Hallett Barn and Conant House

**Please note:** During MOG regular business hours of Mon-Sat 10-3, the bathrooms are open to the public

A House Manager or staff member will be present during all rental hours to assist with questions and insure compliance with the Terms of Use.

**Layout Requested:**

- Theater-Max Capacity 70
- Classroom-Max Capacity 30
- U Shape-Max Capacity 16
- Cabaret-Max Capacity 40
- Conference-Max Capacity 25
- Banquet-Max Capacity 40



**MOG adheres to all Massachusetts State Mandates at time of rental**



## **Insurance Requirements**

The Renter is required to carry a General Liability Insurance, naming “Falmouth Historical Society Inc.” as an “additional insured,” for at least \$1,000,000 per rental. These policies are budget friendly and can be obtained for duration of event (e.g., wedsafe.com or kandkinsurance.com). MOG must have certificate 30 days prior to event.

Renter agrees to assume liability for all personal injury and property damage resulting directly or indirectly from Renter’s use of the premises. The Renter further agrees to hold MOG and its agents and employees harmless from all liability, claims, costs, or assessments arising directly or indirectly out of Renter’s use of the premises.

MOG assumes no responsibility and expressly disclaims any liability or responsibility for damage to personal property belonging to Renter, vendors, guests or employees in or on the premises for injury to person invited to the premises or employed by Renter or Renter’s vendors for any purpose whatsoever. Renter hereby agrees to be responsible for, and reimburse MOG for any loss or damage to its buildings, their contents, equipment, or grounds, by Renter, guests, employees, vendors, and those employed by vendors.

## **General Terms of Use - Rules and Regulations**

Smoking is **never** permitted inside buildings or on MOG grounds. Failure to adhere to the MOG No Smoking Policy will result in the forfeiture of security deposit. Candles/flames are also prohibited in buildings and grounds of campus.

MOG reserves the right, at its discretion to remove from the property any persons not adhering to the Rules and Regulations or any persons who appear disruptive or disorderly. Renter agrees to actively assist the MOG Representative in any such removal.

MOG reserves the right at its sole discretion to review all proposed uses of MOG premises and to deny any uses that are deemed inappropriate.

The Renter is responsible for the actions of all the vendors engaged on Renter’s behalf. For the protection of Renter and the protection of MOG, the Event Administrator must approve all vendors.

All property belonging to the Renters or Renter’s guests must be removed from the building and grounds by the end of the event. Failure to comply may result in the forfeiture of the security deposit.

## **Parking**

There are approximately 20 parking spaces in the lot off Katharine Lee Bates Road and 6 – 8 spaces in the lot in front of the Hallett Barn. MOG does not guarantee exclusive use of those lots; it is User’s responsibility to limit use of those lots to Renter’s guests. If there is a reasonable expectation that the number of cars brought by Renter’s guests will exceed the capacity of those lots, it is Renter’s responsibility and obligation to make arrangements for additional parking spaces or alternative transportation, and not to impose upon neighbors of MOG.

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**Fees, Payments and Cancellation**

*Renters and Guests should be in the building or on the grounds only during event times.*

**Hours of Use:**

Set Up Start Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time \_\_\_\_\_ Takedown End Time: \_\_\_\_\_

The agreed-upon Rental Fee: \$ \_\_\_\_\_ per hour for total hour \_\_\_\_\_ Set-up time and breakdown time must be include in rental time.

Sustainer or Benefactor Membership 10% discount: \$ \_\_\_\_\_

**Total Event Fee:** \$ \_\_\_\_\_

**Payment Schedule**

25% deposit is due on signing of contract. Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Balance is due 60 days prior to the event. Amount: \_\_\_\_\_ Date: \_\_\_\_\_

**Security Deposit**

A Security Deposit of **\$500.00** is due by \_\_\_\_\_ 60 days prior to the event. Unless forfeited in whole or in part, the Security Deposit will be refunded to Renter within 7 days after the event.

**Cancellation**

Notification of cancellation is required in writing and delivered to MOG by certified mail or hand delivery to the Event Administrator or Executive Director. In the event of a cancellation, all payments then received, may be retained by MOG except for the Security Deposit, which shall be refunded. Should MOG rebook the date with a comparable rental, an amount equal to one-half of all payments received prior to the cancellation, shall be refunded within 14 days after the comparable rental occurs.

Any refunds will be made to the person who made the payment(s) or otherwise directed by that person in writing.

**RENTER**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

MOG Event Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

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