



## Facilities Rental Agreement

Name of Renter/Organization:

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Address of Renter:

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Telephone:

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Date of Event/Rental:

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Times: \_\_\_\_\_

Facility/Space reserved:

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Adams Museum: \_\_\_\_\_

Mary Adams Orientation Center at the Historic Adams House:

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Historic Adams House: \_\_\_\_\_

Historic Adams House Lawn and Patio: \_\_\_\_\_

Historic Adams House Museum Tour(s) desired: \_\_\_\_\_ Gift Shop open: \_\_\_\_\_

**Space Usage Policy:** The Adams Museum & House, Inc. reserves the right to determine appropriate usage of facilities and space for public/private events. The Adams Museum, Historic Adams House and the Mary Adams Orientation Center are not available for rental during regular business hours. The Adams House lawn, however, may be available during business hours with the understanding that the general public will be allowed to tour the house and use the public restrooms in the Mary Adams Orientation Center. The rental fee includes the cost of AM&H employees who are needed on-site during the rental period. The renter understands that artifacts and other displays in the Adams Museum, Historic Adams House and Mary Adams Orientation Center shall not be touched, removed, covered or altered in any way except with permission in advance of the event from AM&H staff. AM&H personnel must be present to assist with any such changes.

### Conditions of Rental:

1. Rental of the Historic Adams House, Mary Adams Orientation Center and the grounds of the Historic Adams House only include the specified areas. Tours of the house will be available to the renters when arrangements have been made in advance. Group tour rates (15 or more) may apply. Tour costs are separate from the rental price.
2. Restroom facilities are available during the rental period in both the Adams Museum (on the lower level) and in the Mary Adams Orientation Center at the Adams House Museum (located in the gift shop). The restrooms at both locations are handicap accessible.

3. Gift Shops at the Adams Museum and the Historic Adams House may be open during rental period if arrangements are made in advance.
4. A security deposit of \_\_\_\_\_ must be made in advance of the event and will be refunded within 2 weeks following the rental, provided no damage has occurred during the term of the rental, as determined by Adams Museum & House staff. Guests are expected to return the facilities and grounds to the condition in which they found them before their event began. If excessive cleaning is necessary following the event, the security deposit will be forfeited.
5. All rental fees must be paid three (3) days prior to the event, unless there is prior written agreement to do otherwise. Rental fees are as follows: \_\_\_\_\_ for the Adams Museum \_\_\_\_\_ for the Historic Adams House \_\_\_\_\_ for the Adams House yard \_\_\_\_\_ for the Mary Adams Orientation Center.
6. Food may only be served and consumed in the Pioneer Room at the Adams Museum, the Orientation Room of the Mary Adams Orientation Center or in the side yard of the Historic Adams House. No cooking is allowed at either museum.
7. The sale of alcoholic beverages is forbidden on City of Deadwood-owned property. Since both the Adams Museum and Historic Adams House buildings are owned by the City, if you wish to serve alcohol at no charge, a representative of the Adams Museum & House, Inc. must appear before the Deadwood City Commission at least one month in advance of the event to request special permission. The Adams Museum & House, Inc. cannot guarantee that the City of Deadwood will grant permission for alcohol to be served.

I would like permission to serve alcohol on City of Deadwood Property: Yes \_\_\_\_\_ No \_\_\_\_\_

8. Arrangement for set-up and clean-up can be made with AM&H staff for an additional fee of \$25 per employee per hour. These normally would be the responsibility of the renter. The renter must also provide any items necessary for food/beverage serving and must dispose of any trash in an appropriate manner outside of the building.
9. Any items necessary for presentations, such as audio-visual equipment or other supplies are the responsibility of the renter unless requests for these items are made in advance. Arrangements of equipment and additional supplies can be made at an additional charge.

I have read and agree to abide by the procedures as outlined in the Adams Museum & House, Inc.'s Facilities Rental Agreement. In addition, I agree to exercise due care and to reimburse and hold harmless the AM&H for and against any claims for death or injury to persons, or for damage to AM&H property, or any third party, resulting from my acts or omissions and agree on behalf of myself to be bound by these conditions while renting the facilities of the AM&H. I further agree to be bound by these conditions and make all required payments under the schedule of charges.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

Comments:

**DISCLAIMER**

When the AM&H grants permission for use of its site(s), all persons associated with the rental must follow the terms and conditions of this contract. Any deviation may result in cancellation of the contract. In such an event, the user shall be responsible for all fees up to the time of the cancellation, including staff time.

AM&H Director: \_\_\_\_\_date\_\_\_\_\_

AM&H Communications Director: \_\_\_\_\_date\_\_\_\_\_

## **Adams Museum and Historic Adams House Facility Rental Pricing**

For rentals, please contact Rose Speirs, Communications Director at (605) 578-1928  
Security deposit will be 50% of the rental fee.

### **Rental Costs for the Adams House Museum, 22 Van Buren, Deadwood, SD 57732**

**Rental fee includes use of lawn and restrooms**

\$ 50.00	½ hour
\$100.00	1 hour
\$175.00	2 hours
\$200.00	3 hours
\$275.00	4 hours
\$350.00	5 – 6 hours
\$500.00	12 hours

### **Rental Costs for the Adams Museum, 54 Sherman Street, Deadwood, SD 57732**

**Rental fee includes use of main floor or Pioneer Room and Restrooms**

\$ 50.00	½ hour
\$100.00	1 hour
\$175.00	2 hours
\$200.00	3 hours
\$275.00	4 hours

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