



Rental Application & Agreement

This application and agreement must be filled out completely by an adult (contact person). All appropriate fees and deposits must accompany the form prior to the application being approved.

Reservations must be made 3 weeks in advance.

EVENT DATE: _____ DATE OF APPLICATION: _____

RENTER INFORMATION: *(Please print or type)*

Name/Organization: _____ Contact Person: _____
Mailing Address: _____ Home Phone: _____
City/State/Zip code: _____ Work phone: _____
E-mail address: _____ Tax Exempt ID#: _____

EVENT INFORMATION

Purpose of Use: _____ Estimated attendance: _____

Building(s)/Area(s) Requested for use:

- Admissions
- House
- Grounds only
- Barn
- Tool Shed
- Ball field

Equipment:

- Tables
- Benches/Chairs
- Electrical Use

Additional Activities:

- Tour
- Bonfire
- Period Activity/demonstration
- Hayride

Rental hours: Set-up Start: _____ AM/PM Event Start: _____ AM/PM End Time: _____ AM/PM

Rental times must include set-up and clean-up time. The Renter will be charged for any additional time used.

RENTAL FEES/DEPOSIT:

*(The appropriate fees **MUST** accompany this Agreement for it to be valid.)*

Building/Area(s) Fee: \$ _____

Damage Deposit: \$ _____

**Due upon application, this fee is refundable*

Additional Activities Fee: \$ _____

Total Fee: \$ _____ *(Balance due two weeks before event)*

Total enclosed: \$ _____ Cash Check Visa Mastercard Discover

Name on Card: _____ Card #/Exp. Date/CCV Code: _____

FOOD AND BEVERAGES: *(Outside food and non-alcoholic beverages are permitted on the Eidem Homestead premises. Caterers must be licensed.)*

Does the renter intend to serve food at this event? Yes No

Does the renter intend to hire a licensed caterer? Yes No Name of caterer: _____

(ALL food and beverage set-ups MUST be approved by the Historical Site Coordinator.)

UNDERSTANDING:

- Renter understands that this Application is void if not received by _____
- Renter understands and agrees that this is only an application for use and gives no assumed or implied rights for use until this application is approved by the Eidem Homestead. The Eidem Homestead may deny the Application without cause or reason.
- By signing below, Renter affirms that he/she has read and understands this Agreement and all Rental Rules and Regulations and agrees to fully comply with the terms and conditions that this Agreement if the Eidem Homestead approves this application.

For the Eidem Homestead

For the Renter

Title and Date

Date

FOR OFFICE USE ONLY:

Date Received: _____ Approved / Disapproved _____ Amount Received: _____ Staff: _____