



LIMITED USE AGREEMENT FOR THE PUBLIC HOUSE

The undersigned person hereby applies to rent the Public House at Old Falls Village and agrees to abide by all regulations for its use.

DATE OF EVENT _____
HOURS _____
(This includes set-up and clean-up time.)
PURPOSE OF EVENT _____
NUMBER OF PEOPLE ATTENDING _____

Fees: Cash, money order, or TWO SEPARATE CHECKS made payable to the Menomonee Falls Historical Society

- 1) \$200 rental fee for 1 – 4 hours.
After 4 hours, the cost will be an additional \$40 per hour.
(If our 20' x 30' tent is needed, there will be an extra \$100 fee. The Historical Society members will put the tent up and take it down.)
- 2) \$200 cleaning and security deposit
This check will be returned to the renter if everything is left clean and nothing has been damaged. If the renter is a member of the Menomonee Falls Historical Society, this \$200 check is not necessary.

These fees must be paid at least three weeks prior to the event.
The date will be confirmed when payment is received.

Use of the Public House by nonprofit groups will be handled by the Executive Committee of the Menomonee Falls Historical Society.

Signed _____	Amount Paid _____
Printed Name _____	Date _____
Address _____	Board Member _____
Phone _____	Refund Amount _____
	Date _____
	Board Member _____

SPECIAL REQUESTS??? _____

REGULATIONS FOR THE USE OF THE PUBLIC HOUSE AT OLD FALLS VILLAGE

1. The capacity of the building is 50 people. This is a ruling by the Menomonee Falls Fire Department.
2. The Public House rental hours are from 6AM until 10PM.
3. The renting group will be responsible for the behavior of their attendees anywhere in the park. Future use of this facility will depend on the respect of the group.
4. No cars may be parked in front of the Public House or the lower barn.
5. A MFHS board member will be present to open and close the Public House and check on the event as needed. The renter will be given the phone number of the board member.
6. A checklist will be used by the renter and the board member to note the condition of the Public House both before and after the event. During the event, if anything is found damaged, broken, or not working properly, the board member should be notified. The renter is liable for any damages that occur during the event. If any damages occur that exceed \$200, the renter is liable for the additional cost of repair or replacement.
7. The building must be left as clean as when entered. Renter will provide all cleaning supplies.
8. The renter may rearrange tables and chairs, but must return them to their original position at the end of the event. Chairs, tables, and other items may not be taken outside.
9. The microwave, refrigerator, coffeemaker, and freezer may be used by the renter. No other kitchen items belonging to the MFHS may be used. There is no stove or oven available .
10. If decorations will be hung, only tape that is easily removed and doesn't leave a residue may be used (e.g., blue painter's tape, Scotch 811, etc.). No tacks or nails are allowed. The renter should check with the board member for specific questions. Nothing should be hung from the ceiling fans, beams, or any part of the ceiling.
11. No alcohol may be sold in the Public House.
12. Smoking is not allowed in the Public House.
13. All garbage must be removed from the building and placed in the dumpster. Renters are to provide their own plastic bags.
14. The thermostat controls must be left as set. If there is a problem, the renter should contact the board member who is on call.
15. All doors and windows must be closed and locked when leaving. Except for the EXIT lights, all lights and the fans must be turned off.
16. The historical buildings in Old Falls Village have an electronic security system. No one should attempt to enter them except when open for tours or special events. If interested in a tour during the event, the renter should contact a board member for information about the extra charge.
17. Cancellation Clause: If the renter cancels less than a week before the planned event, no refund will be given. If the renter cancels more than 7 days in advance, \$100 will be returned.
18. Certain circumstances may require additional charges.