

CENTURY VILLAGE MUSEUM FACILITY RENTAL FOR 2025

<u>FACILITY</u>	<u>6-HOUR RENTAL</u> 6 Hr. Minimum (INCLUDES SET UP TIME)	<u>FULL DAY EVENT RENTAL</u> (STARTS AT 9 AM & ENDS AT 11:59 PM & INCLUDES SAME DAY SET UP)	<u>TWO DAY EVENT RENTAL</u> (STARTS AT 9:00 AM ENDS AT 11:59 PM BOTH DAYS)
BOND BUILDING – Includes kitchen. (Stoves will not be turned on unless requested in advance. Cooler & freezer space is limited)	\$900/\$150 PER HOUR AFTER 6 HRS.	\$1250	\$2250
BOND NON-PROFIT PRICING	\$350/\$100 PER HOUR AFTER 6 HRS.	\$600	\$1600
AUBURN CHURCH (DOWNSTAIRS <i>or</i> UPSTAIRS BOTH UP & DOWN ARE INCLUDED IN WEDDING PACKAGES).	\$450/\$75 PER HOUR AFTER 6 HRS.	\$800	\$1300
AUBURN CHURCH NON-PROFIT PRICING (SEE ABOVE)	\$175/\$50 PER HOUR AFTER 6 HRS.	\$500	\$900
GROUND RENTAL (NO BUILDINGS)	\$2000/\$250 PER HOUR AFTER 6 HRS.	\$3500	SEE FESTIVAL NOTE
GROUND RENTAL NONPROFIT (NO BUILDINGS)	\$1600/\$200 PER HOUR AFTER 6 HRS.	\$2400	SEE FESTIVAL NOTE
HISTORICAL BUILDINGS WITH GUIDE INSIDE	\$20 PER HOUR PER BUILDING/\$25 PER HOUR AFTER 6 HRS.	\$160 PER BUILDING (8 HRS. MAX)	BUILDINGS CAN BE INCLUDED IN THE FESTIVAL PACKAGE FOR FREE
ASK ABOUT OUR FESTIVAL PRICING	INCLUDES BOND BUILDING & AUBURN CHURCH UPSTAIRS	INCLUDES INDOOR BATHROOMS IN BOND BUILDING & CHURCH	INCLUDES THE CROSSROADS COUNTRY STORE OPEN DURING THE FESTIVAL
WEDDING PACKAGE	3 DAY EVENT INCLUDES GROUND, BOND BUILDING, AUBURN CHURCH	DAY 1 SET UP & REHEARSAL AFTER 3:00 PM – 9:00 PM DAY 2 WEDDING DAY 9:00 AM- 11:59 PM DAY 3 CLEAN UP DAY 8:00 AM - 11:00 AM	\$3500
WEDDING PACKAGE	2 DAY EVENT INCLUDES GROUND, BOND BUILDING, AUBURN CHURCH	DAY 1 SET UP & REHEARSAL AFTER 3:00 PM DAY 2 WEDDING DAY & CLEAN UP DAY 8:00 AM - 11:00 AM	\$3000
WEDDING PACKAGE	2 DAY EVENT INCLUDES GROUND, BOND BUILDING, AUBURN CHURCH	DAY 1 SET UP, REHEARSAL, & WEDDING DAY DAY 2 CLEAN UP DAY 8:00 AM - 11:00 AM	\$3000
WEDDING EASY-PEASY PACKAGE	3 DAY ABOVE INCLUDED - CHURCH AND RECEPTION VENUE	TABLES WITH LINEN CLOTHS, CHAIRS WITH COVERS, CHINA, SILVERWARE, & CENTERPIECES	\$5900
WEDDING SUPREME PACKAGE	WEDDING 3 DAY ABOVE INCLUDED - CHURCH AND RECEPTION VENUE	FLOWERS - BRIDE, GROOM, 4 PARENTS, 3 BRIDESMAIDS & 3 GROOMSMEN, LINEN TABLECLOTHS, CHAIRS COVERS TO SEAT 200 (ADDITIONAL CHARGE OVER 200), CHINA & SILVERWARE, CENTERPIECES, CATERING, WEDDING CAKE, OFFICIANT, PHOTOGRAPHER, D.J. (UPCHARGE FOR LIVE BAND)	\$14500

Events in both buildings include tables and chairs for up to 200. CVM is not responsible for any set up or tear down for rentals. Chair Covers & White linen tablecloths are available for an extra fee. BOND BUILDING – Capacity 300 (100' x 40') - AUBURN CHURCH – Capacity 65

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ALL EVENTS WILL NEED EVENT INSURANCE AND GEauga COUNTY HISTORICAL SOCIETY & CENTURY VILLAGE MUSEUM WILL BE PUT ON THE EVENT POLICY AS ADDITIONALLY INSURED AND IN THE OFFICE 60 DAYS IN ADVANCE OR THE EVENT WILL BE CANCELLED.

FACILITY RENTAL AGREEMENT

Renter understands that Century Village Museum grounds are open to the public. The Museum will make efforts to keep activity to a minimum during a rental, but the Crossroads Museum Store and scheduled tours may be taking place.

Absolutely no weapons permitted on Century Village Museum grounds.

1. **APPLICATION FOR RENTAL** - FILL OUT A LEASE APPLICATION TO RESERVE DATE(S) AND FACILITIES. DATES WILL BE ON A FIRST PAID BASIS AND WILL NOT BE HELD FOR ANY RENTER WITHOUT TURNING IN THE LEASE APPLICATION ALONG WITH THE APPLICABLE DEPOSIT OR PAYMENT IN FULL INCLUDING A CREDIT CARD ON FILE FOR THE SECURITY DEPOSIT.
2. **DEPOSIT** – HALF (1/2) OF THE TOTAL RENTAL FEES AND ALL OF THE SECURITY DEPOSIT (SEE BELOW) MUST BE IN THE OFFICE ALONG WITH THE APPLICATION. THE BALANCE OF THE TOTAL DUE WILL BE DUE IN THE OFFICE 90 DAYS BEFORE THE EVENT.
3. **REFUNDS** – IF THE EVENT IS CANCELLED 60-90 DAYS BEFORE THE EVENT 50% OF THE RENTAL FEE AND ALL OF THE SECURITY DEPOSIT WILL BE RETURNED. IF THE EVENT IS CANCELLED 30-59 DAYS BEFORE THE EVENT, 25% OF THE RENTAL FEE AND ALL OF THE SECURITY DEPOSIT WILL BE RETURNED. IF THE EVENT IS CANCELLED LESS THAN 30 DAYS BEFORE THE EVENT NONE OF THE RENTAL FEE AND ALL OF THE SECURITY DEPOSIT WILL BE RETURNED.
4. **SECURITY DEPOSIT** - A SECURITY DEPOSIT WILL BE HELD FOR EVERY EVENT. THE AMOUNT WILL BE 10% OF THE RENTAL FEES OR \$400.00, WHICHEVER IS GREATER. UPON INSPECTION OF THE GROUNDS AND ANY PROPERTY OF GEauga COUNTY HISTORICAL SOCIETY & CENTURY VILLAGE MUSEUM AND APPROVAL BY THE DAMAGE ASSESSMENT COMMITTEE, THE SECURITY DEPOSIT WILL BE RETURNED WITHIN 30 DAYS FROM THE DATE OF THE EVENT. THE SECURITY DEPOSIT WILL BE HELD WITH A CREDIT CARD ON FILE 30 DAYS PRIOR TO THE EVENT. THE CARD WILL NOT BE CHARGED IF THE FACILITIES, PROPERTIES AND GROUNDS HAVE BEEN LEFT IN THE MANNER IN WHICH IT WAS FOUND, NO DAMAGE OR EXTRA CLEANING IS REQUIRED OTHER THAN NORMAL WEAR AND TEAR AND NO THEFT OF PROPERTY HAS OCCURRED. IF ANY OF THESE HAVE OCCURRED AND THE COST OF REPAIRS OR REPLACEMENT IS GREATER THAN THE SECURITY DEPOSIT, THE RENTER WILL BE NOTIFIED OF THE COST TO MAKE THE ADDITIONAL PAYMENT OF FILE A CLAIM ON THEIR RENTERS INSURANCE POLICY IN ORDER TO REIMBURSE ANY LOSS TO GEauga COUNTY HISTORICAL SOCIETY & CENTURY VILLAGE MUSEUM.
5. **AVAILABILITY** - TIMES OF AVAILABILITY VARY DEPENDING ON CENTURY VILLAGE'S SEASONAL CALENDAR OF EVENTS AND PUBLIC PROGRAMS SCHEDULED. RENTALS MUST BE BOOKED THROUGH THE GEauga COUNTY HISTORICAL SOCIETY OFFICE FROM MONDAY THROUGH FRIDAY, BETWEEN THE HOURS OF 8:30 AM AND 5:00 PM. RENTALS MAY BE SCHEDULED ANYTIME DURING MORNING, AFTERNOON, OR EVENING HOURS, BUT EXACT TIME OF EVENT START AND END IS NECESSARY SO THAT CARETAKER IS AVAILABLE TO OPEN AND CLOSE BUILDING. DATES WILL NOT BE HELD UNTIL A SIGNED CONTRACT AND DEPOSIT ARE RECEIVED IN THE OFFICE. SCHEDULING WILL BE DONE ACCORDING TO THE AVAILABILITY OF FACILITIES, ON A FIRST COME BASIS. FACILITIES MAY NOT BE RESERVED BY PHONE OR MAIL OR EMAIL WITHOUT A DEPOSIT AND FULLY COMPLETED APPLICATION.
6. ALCOHOL CAN BE SERVED IN THE BOND BUILDING AND IN THE BASEMENT OF THE CHURCH. IT IS MANDATORY THAT ANY EVENT SERVING ALCOHOL AT NO CHARGE TO THEIR GUESTS WILL NEED A SECURITY GUARD ON DUTY FOR THE ENTIRE EVENT AT RENTERS EXPENSE. IF ALCOHOL IS GOING TO BE SOLD AT AN EVENT, COPIES OF LICENSING FROM THE OHIO DEPARTMENT OF COMMERCE, AND INSURANCE WILL BE NEEDED 60 DAYS BEFORE THE EVENT AND WILL NEED A SECURITY GUARD ON DUTY FOR THE ENTIRE EVENT AT RENTERS EXPENSE. ALCOHOL MAY NOT BE CARRIED AROUND THE EVENT OR TAKEN OFF OF THE GROUNDS SO IT IS RECOMMENDED TO PLAN A "BEER GARDEN" OR "WINE TASTING TENT".
7. **CUSTODIAN** - THE BATHROOMS AND TRASH CANS WILL BE STOCKED THE DAY THE RENTAL BEGINS (INCLUDING SET UP DAY) AND WILL BE MONITORED BY OUR VOLUNTEER STAFF DURING THE EVENT.
8. **TRASH** - THE RENTER MAY DISPOSE TRASH INTO THE GCHS DUMPSTER LOCATED BEHIND THE BOND BUILDING OR MAY TAKE IT WITH THEM. NO TRASH OF ANY KIND SHOULD BE LEFT IN THE BUILDINGS AT THE END OF THE RENTAL.
9. **SNOW PLOWING** - THE RENTER UNDERSTANDS THAT GCHS CANNOT BE RESPONSIBLE FOR SNOW REMOVAL DURING THE EVENT IMMEDIATELY BEFORE ANY EVENT OR SET UP DAY. GCHS WILL MAKE EVERY EFFORT TO CLEAR SNOW BUT IS NOT GUARANTEED.
10. **CHURCH ORGAN** - THE ORGAN IN THE AUBURN CHURCH MAY NOT BE USED. RENTER MAY USE THE PIANO BUT THERE IS NO REPRESENTATION THAT THE PIANO WILL BE TUNED TO THE RENTER'S SATISFACTION.
11. **OPEN FLAMES & SMOKING** – NO OPEN FLAMES OF ANY KIND IN THE AUBURN CHURCH, OR HISTORIC BUILDINGS OR OUTSIDE ON THE GROUNDS. RENTER MAY USE BATTERY OPERATED CANDLES ON THE TABLES ONLY IN THE BOND BUILDING. THERE WILL BE NO SMOKING INSIDE ALL OF THE BUILDINGS ON CENTURY VILLAGE GROUNDS INCLUDING THE GAZEBO, THE PAVILION AND THE RESTROOMS. GUESTS MAY SMOKE ON THE CEMENT PAD OF THE BOND BUILDING AND MUST PROPERLY DISPOSE SMOKING MATERIALS IN BUCKETS OUTSIDE THE ENTRY DOOR.

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12. **SET UP AND REMOVAL OF EVENT DECORATIONS & TENTS** - SPECIAL ARRANGEMENTS MAY BE MADE IN ADVANCE FOR THE TAKE DOWN AND/OR PICK UP OF RENT TENTS & ALL TENTS MUST BE APPROVED BY THE CENTURY VILLAGE MUSEUM EVENT DIRECTOR PRIOR TO INSTALLATION. THEY MAY BE ERECTED NO SOONER THAT TWO DAYS PRIOR TO THE EVENT AND MUST BE REMOVE TWO BUSINESS DAYS AFTER THE EVENT. THE RENTAL TABLES/CHAIRS ETC. FROM OUTSIDE SOURCES MUST BE DISMANTLED AND STACKED NEATLY AND THE RENTER WILL NEED TO MAKE SPECIAL ARRANGEMENTS CENTURY VILLAGE EVENT DIRECTOR FOR THE DELIVERY AND PICK UP OF THESE ITEMS. (YOU WILL NOT BE CHARGED AN EXTRA DAY'S FEE FOR RENTAL ITEMS TO BE PICKED UP ON THE FOLLOWING BUSINESS DAY BY A THIRD PARTY.) ALL DECORATIONS, FLOWERS, ETC. MUST BE REMOVED PER YOUR CONTRACT RENTAL SELECTIONS (IE: 6 HOURS, DAILY, 2 DAY, 3 DAY RENTAL). ANY ITEMS LEFT BEHIND WILL BE DISCARDED THE NEXT BUSINESS DAY. DECORATIONS THAT MAY BE A POTENTIAL FIRE HAZARD ARE PROHIBITED WITHOUT PRIOR APPROVAL. ALL DECORATIONS MUST BE APPROVED BY THE CENTURY VILLAGE MUSEUM PRIOR TO THE EVENT. RENTER OR MEMBERS OF THE RENTER'S PARTY ARE NOT PERMITTED TO PERMANENTLY ALTER CONDITIONS OF THE PROPERTY INCLUDING, BUT NOT LIMITED TO NAIL HOLES, THUMBTRACKS OR PERMANENT MARKINGS. LOSS OR THEFT OF DECORATIONS ARE NOT THE RESPONSIBILITY OF THE GEAUGA COUNTY HISTORICAL SOCIETY OR THE CENTURY VILLAGE MUSEUM STAFF, VOLUNTEERS, OR BOARD MEMBERS.
13. **THIRD-PARTY VENDORS HIRED BY THE RENTER** – ANY DAMAGE OR INCIDENT THAT MAY OCCUR ON CENTURY VILLAGE MUSEUM GROUNDS BY THIRD PARTY VENDORS HIRED BY THE RENTER SUCH AS CRAFTERS, ARTISANS, ENTERTAINERS, CATERERS AND THEIR STAFF, TO NAME A FEW, AND THE RENTER WILL BE RESPONSIBLE TO INFORM THESE THIRD-PARTY VENDORS OF THIS CONTRACT AND IF THESE OUTSIDE VENDORS FAIL TO COMPLY WITH THE RENTAL CONTRACT THE RENTER WILL BE HELD LIABLE FOR THEIR ACTIONS.
14. **PARKING** - GUESTS MUST PARK IN THE MAIN GRAVEL PARKING LOT LOCATED ON STATE ROUTE 168/700 ON THE WEST SIDE OF THE MUSEUM GROUNDS AND IN THE OVERFLOW PARKING FIELD. OVERFLOW PARKING FIELD I QUARTER OF S A MILE SOUTH OF THE MAIN LOT WITH THE ENTRANCE ACROSS FROM CARLTON STREET. DISABLED GUESTS AND VENDORS WITH EQUIPMENT MAY BE DROPPED OFF AND UNLOAD ON THE GROUNDS PRIOR TO THE EVENT OPENING BUT MUST BE REMOVED 30 MINS BEFORE THE EVENT BEGINS AND WILL NOT BE ALLOWED ON THE GROUNDS UNTIL AFTER THE CLOSING OF THE EVENT. FOOD VEHICLES MUST REMAIN ON THE GROUNDS FROM THE OPENING TO THE CLOSING OF THE EVENT.
15. **CATERING & KITCHEN USE** - RENTER MAY HIRE A CATERER OF RENTER'S CHOICE. USE OF KITCHEN FACILITIES IS PERMITTED FOR PREPPING AND WASHING OF DISHES, ETC..., BUT CATERER MUST PROVIDE THEIR OWN EQUIPMENT AND CLEAN-UP SUPPLIES (I.E. PAPER TOWELS, TRASH BAGS, DISH SOAP). USE OF CENTURY VILLAGE MUSEUM KITCHEN EQUIPMENT IS PROHIBITED UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE WITH THE GEAUGA COUNTY HISTORICAL SOCIETY OFFICE. CATERER IS RESPONSIBLE FOR SEEING THAT THE KITCHEN IS LEFT IN CLEAN AND ORDERLY FASHION. ALL CATERER'S EQUIPMENT AND SUPPLIES MUST BE REMOVED IMMEDIATELY AFTER CLEAN UP FOLLOWING EVENT. THIS ALSO APPLIES TO ANYONE USING KITCHEN FACILITIES OTHER THAN A CATERING COMPANY. ALSO, ANY CENTURY VILLAGE MUSEUM CATERING OR COOKING EQUIPMENT THAT IS LOST OR DAMAGED WILL BE CHARGED TO THE RENTER OR THEIR INSURANCE POLICY.
16. **REHEARSALS** – REHEARSALS FOR WEDDINGS OR PERFORMANCES ARE TO BE CONDUCTED THE EVENING PRIOR TO THE EVENT IN THE CASE OF 2- AND 3-DAY RENTALS OR THE MORNING OF THE EVENT IN THE CASE OF A 1 DAY RENTAL.
17. **SPECIAL REQUIREMENTS** – IF THE RENTER HAS ANY SPECIAL NEEDS OR REQUIREMENTS, THE RENTER MUST PROVIDE THESE 30 DAYS IN ADVANCE IN WRITING TO THE GEAUGA COUNTY HISTORICAL SOCIETY AND CENTURY VILLAGE MUSEUM WHO WILL RESPOND IN WRITING TO AGREE OR DISAGREE TO THESE REQUESTS.
18. **NAMING RIGHTS & TRADEMARK** – THE USE OF THE GEAUGA COUNTY HISTORICAL SOCIETY AND/OR CENTURY VILLAGE MUSEUM NAME OR LOGO MAY NOT BE USED IN ANY MATERIAL, BE IT PRINT OR ELECTRONIC. THESE NAMES SHALL NOT BE USED TO INFER ANY SPONSORSHIP, CO-SPONSORSHIP, OR AFFILIATION WITH THE USER GROUP. THE GEAUGA COUNTY HISTORICAL SOCIETY AND CENTURY VILLAGE MUSEUM NAMES MAY ONLY BE USED AS A REFERENCE OF THE EVENT LOCATION UNLESS WRITTEN APPROVAL HAS BEEN GRANTED BY THE GEAUGA COUNTY HISTORICAL SOCIETY BOARD.

THE RENTER MUST INITIAL EACH OF THE 3 PAGES OF THIS DOCUMENT AND COPIES WILL BE PROVIDED TO SHOW AGREEMENT OF ADHERING TO THE RULES AND REGULATIONS OF THE RENTAL AGREEMENT BETWEEN THEM AND THE GEAUGA COUNTY HISTORICAL SOCIETY AND CENTURY VILLAGE MUSEUM.

A FULLY COMPLETED APPLICATION AND DEPOSIT, OR PAYMENT IN FULL, ALONG WITH THIS SIGNED CONTRACT UPON CONFIRMING THE AVAILABILITY OF THE DATES REQUESTED WILL BIND THIS AGREEMENT UNLESS AN ACT OF GOD PREVENTS THIS ARRANGEMENT. EVENT INSURANCE MUST BE PROVIDED BY THE RENTER WITH GEAUGA COUNTY HISTORICAL SOCIETY AND CENTURY VILLAGE MUSEUM AS ADDITIONALLY INSURED ON THE POLICY TO SECURE THE DATES REQUESTED.

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OFFICE USE ONLY
DATE APPLICATION WAS
RECEIVED _____

14653 E. PARK STREET (P.O. BOX 153) BURTON, OH 44021

440-834-1492

info@geaugahistorical.org

www.centuryvillagemuseum.org

APPLICATION FOR FACILITY RENTAL

RENTAL- TYPE OF EVENT & DATE(S): _____

START TIME: _____ END TIME: _____

RENTER'S NAME: _____

CIRCLE ONE: BUSINESS NON-PROFIT ORGANIZATION PRIVATE PARTY

MAIN CONTACT PERSON: _____

CONTACT PERSON PHONE #: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP: _____ EMAIL ADDRESS: _____

ALT. PHONE #: _____ NUMBER OF PEOPLE ATTENDING: _____

CATERER NAME & PHONE (IF APPLICABLE): _____

TENT OR EQUIPMENT RENTAL COMPANY NAME & PHONE (IF APPLICABLE): _____

EVENT DEPOSIT AMOUNT: _____ CASH: _____ CHECK: _____ CREDIT CARD: _____

SECURITY DEPOSIT AMOUNT: _____ CASH: _____ CHECK: _____ CREDIT CARD: _____

PAYMENT IN FULL DUE DATE: _____

FINAL PAYMENT IN FULL: _____ CASH: _____ CHECK: _____ CREDIT CARD: _____

WILL ALCOHOL BE SERVED AT NO COST: _____ Y/N WILL ALCOHOL BE SOLD: _____ Y/N

NAME AND PHONE # OF SECURITY OFFICER: _____

IF ALCOHOL IS SOLD A COPY OF THE LICENSE WILL BE NEEDED - DATE LICENSE RECEIVED BY CVM: _____

EVENT INSURANCE RECEIVED WITH GCHS & CVM LISTED AS ADDITIONAL INSURED - DATE RECEIVED: _____

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AUTHORIZED RENTER SIGNATURE _____ DATE _____

APPROVED BY GCHS/CVM AUTHORIZED REPRESENTATIVE _____

By Signing this agreement, 'I give permission for the Geauga County Historical Society Century Village Museum to use my photograph and other media such as film and quotations, on Geauga County Historical Society Century Village Museum promotional material and publications, for which it may be suitable.