

**Event Time Limit:** An event is considered to be no more than 4 hours. Events over 4 hours will be charged \$100.00 per hour beyond the 4 hour maximum. Time limit extension is at the discretion of JCHS staff on-site.

**In Case of Rain:** Victorian Garden events may use the Mansion (1st Floor & Staircase) for an additional \$300.00 fee with the permission of the staff onsite if not reserved by another event.

**Limitations:** No automobiles are permitted on the grounds. No cooking or preparation facilities available. Only products such as birdseed and flower petals are to be used (no paper confetti, rice or synthetics allowed due to the danger to wildlife and excessive clean-up time).

**Reservations:** A 25% deposit is required to reserve Society facilities. The deposit is refundable for cancellations up to eight weeks prior to the event with the exception of meetings which require two weeks notification. If the event is cancelled after the allowable time described above, the deposit is forfeited.

**Payment:** Full payment of the applicable fees is due two weeks prior to the reserved event.

**Non-profit or government organizations** may use Society facilities free of charge if during normal museum hours and they provide their own set-up, tear-down, and clean-up. A \$100 refundable deposit is required. Use of the facilities outside of normal museum hours will be charged at \$50 per hour.

**JCHS Members:** Members are entitled to a 10% discount

**Liability:** All public entities using Society facilities will agree to indemnify and hold harmless the Jefferson County Historical Society, its Board of Trustees, and staff against all claims, liability, costs and expenses arising from any negligent act on the part of the using entity or their guests.

**\*Clean-up** fees are refundable if the client leaves the facility as they found it, and everything carried in is carried out.

\_\_\_\_\_ I **consent** to JCHS using photographs of the event for JCHS publicity

\_\_\_\_\_ I **do not** consent to JCHS using photographs of the event for JCHS publicity

Your Signature below acknowledges acceptance of this agreement, and understanding of Society policies with regard to the allowed use.

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Print Name/Party/Organization

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Signature

Date

Staff Initials

**Notes:**