

# Watkins Museum of History

1047 Massachusetts Street

Lawrence, KS 66044

785-841-4109

## Booked Rental

\$100.00/ hour

Date of Event: \_\_\_\_\_ Event Time: \_\_\_\_\_ Room to be ready at: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date Booked: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Deposit: \_\_\_\_\_ Remaining amount: \_\_\_\_\_

Is alcohol to be served? \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (H) \_\_\_\_\_

Phone (Cell) \_\_\_\_\_

E-mail \_\_\_\_\_

Caterer: \_\_\_\_\_

### Items available for use:

Projection screen      Folding chairs (48)      chairs (60)

8' Tables (6)      Card tables (11)      Lectern      Wi-fi

Grand piano      6' Tables (4)

\_\_\_\_\_  
Signature contact person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff signature

\_\_\_\_\_  
Date

----- Office Use Only -----

Staff to cover: \_\_\_\_\_



WATKINS  
MUSEUM of  
HISTORY

DOUGLAS COUNTY  
HISTORICAL SOCIETY

# **Rental Policies**

## **Renter's initials required below**

The standard rental rate is \$100 per hour. A deposit of \$50 is required upon signing of rental agreement.

Nonprofit organizations possessing a valid 501(c)(3) are entitled to a discounted rate of \$50 per hour.

Rental rate includes use of the rented facility and assistance (within reason) from Watkins staff or volunteers for setup.

Fees for any damages to or cleanup of Watkins property will be assessed and charged on a case-by-case basis.

Cancellations up to 24 hours before the rental start time are entitled to a full refund. Cancellations after 24 hours before the rental start time are not entitled to a refund.

Takedown after the event must occur during the rental period.

Use of the rented facility past the times specified in the rental agreement will be billed at \$50 for up to half an hour, \$100 for use between half an hour and a full hour, and \$100 for each further hour.

Rentals are restricted to times between 9 AM and 9 PM.

Renters are permitted to arrive prior to rental start time to begin setting up, provided this is arranged with, and approved by, a Watkins staff member.

Decorations and method of attachment are subject to approval by a Watkins staff member.

Guests may arrive no sooner than 15 minutes prior to your rental starting time and must be out of the facility no later than 15 minutes after rental period ends.

Smoking is not permitted inside the Watkins building or on the front steps.

The Watkins Museum of History and Douglas County Historical Society are not responsible for any loss or damage of property belonging to renters or event guests.

Except for liability arising from wrongful, willful, or negligent acts of the Watkins Museum of History and Douglas County Historical Society, their staff members, or volunteers, the renter assumes and releases the Watkins Museum of History and Douglas County Historical Society from all liability for any injury or damages that may arise from any accident, act, or failure to act that occurs on, in, or about Watkins property during the rental period, and shall compensate the Watkins Museum of History and Douglas County Historical Society as a result of such accident, act, or failure to act.

\_\_\_\_\_  
(Renter's initials)