

Watkins Museum of History

1047 Massachusetts Street

Lawrence, KS 66044

785-841-4109

Booked Rental

Rate is \$120/hour or \$60/hour for groups possessing a valid 501c3

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: _____

Phone (H) _____

Address: _____

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

Standard rental rate is \$120 per hour. 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 \$60 per hour.

Watkins staff are not required to assist with setup or takedown but may assist if available.

Renters are responsible for removal of trash generated by the event.

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

Cancellations up to 48 hours before the rental start time are entitled to a full refund. Cancellations after 48 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 \$60 for up to half an hour, \$120 for use between half an hour and a full hour, and \$120 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. Glitter, confetti, or similar substances may not be brought into or used in the building or on the outside steps.

Guests may arrive no sooner than 15 minutes prior to rental starting time and must leave the facility by end of rental period.

Smoking is not permitted inside the Watkins building or at the entrances.

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)