



## Arthur Dale Heritage, Inc.

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### RENTAL AGREEMENT

**General:** This agreement is between Arthur Dale Heritage, Inc. ("AHI") and \_\_\_\_\_ for the use of the Center Hall on \_\_\_\_\_. The Center Hall is a non-smoking facility.

**Charges:** The rental charge of will be a total of \$ \_\_\_\_\_ for hourly / full day rental. A **security deposit of \$75.00 is also required**. The rental date will not be confirmed until both the rental charge and the security deposit have been paid in full no later than 3 weeks prior to the rental date. Hourly rental is charged from the time the key is given over to the renter until it is returned to the designated AHI representative. If the hours of usage exceeds 24 hours, additional rent will be charged at a rate of \$25.00 per hour. The additional rental charges will be deducted from the security deposit. Use of the barbeque pit requires an additional fee of \$25.00.

**Admission to the New Deal Homestead Museum is not included in the rental of the Center Hall.** If renters would like to tour the museum facilities during their rental, they must pay the individual admission cost (\$5/adults, \$4/seniors, \$3/children). AHI does have group tour rates for rentals, which can be paid by a renter to allow all members of the group admission to the museum. Group rates are as follows: Groups of 10-50 is an additional fee of \$50, Groups of 50-100 is an additional fee of \$75, Groups of 100 and over is an additional fee of \$100.

**Cleaning:** The renter is requested to be respectful of the Center Hall building at all times. This includes not damaging any surfaces of the building. **AHI also requests that doors be kept closed when renter is using either air conditioning or heating.**

The renter is responsible for the cleaning of all areas of the Center Hall used after the function ends. The cleaning must occur before vacating the building at the end of the rental period unless

other arrangements have been made. Floors need to be swept, tables and chairs need to be wiped off and returned to their original positions, and all trash, including restrooms, removed for the building. The trash may be placed in the dumpster in the parking lot on A Road. (Please see the attached Center Hall Rental Check List for a list of these duties along with others that will assist the renter in ensuring that the security deposit is returned in full). **Absolutely no helium balloons are permitted within the Hall.** Barbeque pit must be cleaned out if used by renter. The security deposit will be returned only after the building and its contents and grounds have been inspected by an AHI representative. If any additional cleaning or repair or replacement of AHI property is required, the appropriate amount will be withheld from the security deposit. If the security deposit will not cover the additional work or costs involved, the renter remains responsible for the additional expenses. If any evidence of smoking or alcohol use is found in the Center Hall, kitchen, left wing, or rest rooms, the security deposit will be withheld in full and payment for any additional damages will be the renter's responsibility.

**Cancellation:** If the renter notifies the President of AHI or the Executive Director in person, by mail, or by phone at least 7 calendar days before the rental date that the renter is canceling, the renter will receive a full refund. A message left on an answering machine is not sufficient notice of cancellation. If a cancellation is made to the President or Executive Director in person, by mail, or phone less than 7 calendar days before the rental date, \$50 of the security deposit or rental charge will be retained by AHI.

**Insurance:** AHI requires proof of insurance from all renters. A certificate of insurance may be acquired from renter's insurance agent at no cost. **If the renter intends to serve alcoholic beverages of any type, the certificate of insurance must include "host liquor liability."**

If the renter is using a caterer to provide food and/or alcoholic beverages, the caterer must provide a certificate of insurance along with the renter's coverage. If alcohol is served, the caterer must provide a certificate of insurance with "liquor liability" included. The renter may omit "host liquor liability" when "liquor liability" coverage is provided by the caterer.

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RENTER

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ARTHURDALE HERITAGE, INC.

Date \_\_\_\_\_

## HOLD HARMLESS AGREEMENT

I [we] agree to indemnify and save harmless Arthurdale Heritage, Inc. ("AHI") against all loss and damage, including damage to person or property arising from any act of, or negligence of, mine [ours] or of any person acting on my [our] behalf while engaged in the performance of the above rental contract with AHI, or while in or about the AHI buildings or premises, or arising from accident or any injury not caused by an act of AHI, its agents or employees, to anyone attending the event for which I [we] have rented the AHI Center Hall [and kitchen/grounds] or arising from liens or claims resulting from the performance of this contract.

\_\_\_\_\_

Date \_\_\_\_\_



## Arthurdale Heritage Center Hall Rental Check List

**Please make sure that you have done all of these things following your rental to be assured that your security deposit will be returned promptly and in full.**

\_\_\_\_\_ Report any damage to equipment, furnishings, or building.

\_\_\_\_\_ Turn both thermostats off when leaving. (You may adjust heat to 68-70 degrees during the rental period).

\_\_\_\_\_ Empty all trash. Bags are located on the shelf in the kitchen. All trash must be removed from the building. It may be placed in the dumpster in the A-Road parking lot.

\_\_\_\_\_ Clean up all spills and messes (including oven).

\_\_\_\_\_

Wash any tables, items, etc., used during the rental as needed.

\_\_\_\_\_

Break-down all tables and stack them and the chairs in hall as found.

\_\_\_\_\_

Sweep floors as needed.

\_\_\_\_\_

Flush toilets.

\_\_\_\_\_

Items such as trash bags, paper towels, toilet paper, soap, etc., are considered as part of the rental agreement. Please make sure not to use any food or beverages, food storage products, or other disposables that are AHI's. Soda may be purchased for \$.50/can and money may be left in the refrigerator.

\_\_\_\_\_

Make sure all lights and fans are turned off.

\_\_\_\_\_

Make sure all doors to the Center Hall are closed and locked.

\_\_\_\_\_

The key to the Hall may be left in the letter slot of the administration building door unless other arrangements are made.