



www.adamscountyhistoricalmuseum.com

420 W. Monroe Street PO Box 262 Decatur, IN 46733

260-724-3493 / www.adamscountyhistoricalmuseum.com

The Charles Dugan House Event Rental Policy

Scheduling Your Event

Please read the following Rental Policy carefully.

- All event rentals are scheduled by the hour (2 hour minimum) not including setup and cleanup. (Setup to start no earlier than 3 hours before event start. Cleanup to be completed no more than 1 hour after event is over.)
- Events will not be scheduled to start before 10am and must end no later than 11pm.
- Your event reservation date will be held with a 50% deposit and signed contract. Refundable damage deposit is due at contract signing.
- Balance is due 14 days prior to your event unless otherwise noted. Acceptable methods of payment are cash, check or online.
- The Charles Dugan House is available for private events 7 days per week but may not be scheduled to start or end (including setup and cleanup) during museum's public hours.

- If rescheduling your event becomes necessary, please notify the Venue Coordinator at least 30 days prior to your event. We will help you reschedule your event up to one year without loss of any rental fees. If less than 30 days prior to your event, all fees will still apply.

Facilities

The outside grounds and 1st floor are available to rent for private parties, small weddings and other events. A venue coordinator from the ACHS will be present before & after your event.

- The Charles Dugan House is a historical property and as such is limited in its handicapped accessibility.
- Due to existing fire codes, occupancy is limited inside to 49 persons.
- There are limited tables and chairs available to use for indoor events only.
- Parking is available on request from St. Joseph Catholic School and First United Methodist Church. Guests of honor and vendors are welcome to park in the few parking spaces on the grounds.
- The Charles Dugan House is located in a residential area and common courtesy toward our neighbors is expected. Loud noises or music that violates Decatur's noise ordinances will not be tolerated.
- Smoking and the use of illegal drugs/activities is prohibited on the property.

Setup, Cleanup and Decorating

The Charles Dugan House is a historic property and museum. As such, certain policies have been put in place to preserve its dignity and preserve the home. You and your guests are to respect in all ways; the artifacts, furniture, woodwork, windows, building and grounds, etc. The facilities are to be left in the same condition in which they were found.

- Furniture and artifacts may not be moved without express permission from the venue coordinator.
- Decorating and setup may begin no more than 3 hours prior to your event.
- In order to protect the historic integrity of the home, you may not use tacks, nails or glue to fasten any decoration.
- Open flame devices such as candles, sparklers, lanterns or fireworks are not permitted due to fire hazards.
- It is the client's responsibility to clean up and take down. Please complete your cleanup inside of an hour. No materials used for decoration or display may be stored at the museum afterward. All trash is to be taken with you at the end of the event.
- Additional cleanup/damage charges will be assessed at the end of the event by the venue coordinator and billed to the client if valued above the \$100 Damage/Cleaning deposit.

Vendors

Please note that The Charles Dugan House, the Adams County Historical Society and its membership will not be held responsible for any vendor's performance, cancellation, tardiness, setup or cleanup. Vendor contracts are made solely with the client. However, the Adams County Historical Society reserves the right to deny a vendor access to the property based on a past performance.

- All vendors must abide by the setup and cleanup policy of this rental agreement.
- The ACHS and Museum are not responsible nor liable for any food service, preparation, consumption or storage.
- Alcohol, including beer and wine *are* allowed on the property for a private function. They are *not* allowed for a public function.
- Actual cooking is not allowed in the kitchen but slow cookers, electric skillets and warming pans are welcome.
- Caterers and rental clients must clean up after themselves and take all of their trash with them at the end of the event.

More Legal Stuff

1. It is the responsibility of the client to communicate the rental policies to their guests, vendors and volunteers.
2. The ACHS will protect its property and in so doing will impose their right to make necessary decisions, additional rules or arrangements regarding the event prior to, during or immediately afterward.
3. The rental client is legally and financially responsible for any necessary repair, replacement or cleaning of ACHS artifacts, building and property that is a result of negligence, accident or purposeful harm on the part of the client, vendor, volunteer or guest. If this policy must be enforced through legal means, the rental client agrees to pay attorney fees, court costs and expenses.
4. The Charles Dugan House, Adams County Historical Society, its board of directors, members and its volunteers will be held harmless by the client and not be held responsible financially or otherwise for damage, loss, injury, vandalism or theft that occur for any reason/cause before, during or after the event on the part the client, their contracted vendors, volunteers and guests.
5. ACHS is not responsible for personal property including gifts, vehicles and equipment. Valuables should not be left unattended.

Rental Fees

- \$50.00 per hour (minimum of 2 hours) - Fee includes use of the grounds and first floor, dressing room on second floor and minimal parking.
- \$100 Refundable Damage/Cleaning Deposit – In addition to the rental fee is a \$100 *refundable* damage/cleaning deposit. Once the event is completed and the venue coordinator has checked to ensure no damage has occurred, everything is clean and placed back in order, a check minus any costs incurred will be mailed to the client within two weeks (14 days) after the event date. If damage/replacement costs exceed the damage deposit, the client agrees to pay for those costs as well. Please see page 5, paragraph 3. Damage deposit is collected at signing.
- ACHS Cancellations: If the ACHS is unable to provide the property for reasons beyond its control, we will work with you to reschedule your event or provide a full refund of all monies previously paid to your rental contract.
- Client Cancellations: If the event is canceled 30+ days out, a full refund will be given. If the cancellation is less than 30 days out, no refunds will be given.
- Client agrees to pay any fees for returned checks.
- Terms and conditions of this agreement must be modified in writing and signed by both the venue coordinator and the rental client.