

The Harrison County Discovery Center
233 North Capitol Avenue
Corydon, IN 47112

FACILITY RENTAL AGREEMENT

As a museum and historic building, the Harrison County Discovery Center (Hereinafter called the "Discovery Center") has a unique character all of its own. Please remember to keep the historic nature of the building into consideration when planning your event décor.

Conditions of the Rental:

1. It is the responsibility of the clients to communicate to their guests the policies contained within this agreement.
2. Room rental rates are explained and agreed to in the on-line reservation form. Confirmed reservations are made by presenting the following signed Facility Rental Agreement, copy of Certificate of Insurance naming the Discovery Center as an additional insured at client's expense (if required), a \$250 security/damage deposit check, and Alcoholic Beverage Permit, if applicable. The security deposit will be refunded once all payments have been received and the client and caterer have adhered to the policies stated herein at the conclusion of the event. **Initial** _____
3. Cancellation Policy: Deposits are non-refundable but can be transferred to another date, if available, with at least one week notice.
4. Guided tours or self-guided exploration of the galleries during your event can be arranged by request and are based upon availability of staff; additional charges may apply.
5. The Discovery center reserves the right to require security guards for any event at client's expense. Additional fees may apply. **Initial** _____
6. Smoking is NOT permitted on the property of the Discovery Center. Food and beverages are only allowed in rental rooms, not in the galleries. Children should be supervised by an adult at all times.
7. The Discovery Center has tables and chairs available for clients to use. The final equipment and furniture set-up information is due at least **fourteen days** before the rental event.
8. **Linens:** Table linens are available for rental at an additional cost.
9. The Discovery Center cannot accept responsibility for items delivered on behalf of the client. We will provide one cart, but Discovery Center staff will not be available to load or unload items for client/caterer.
10. **Decorating:** The use of confetti, glitter, rice, birdseed, or rose petals is prohibited. The client/caterer is not allowed to attach decorations to walls, ceilings, woodwork or any other Discovery Center property, inside or outside of the building. Tape and staples are expressly prohibited. Open flames are not permitted anywhere in or around the museum. All decorative materials shall be made from nonflammable materials and fire department approval may be required at the discretion of the Discovery Center. All other fire code rules and regulations shall be followed. Balloons are allowed only if securely weighted down. Client is responsible for retrieving loose balloons. **Initial** _____

11. **Catering** If food or beverages are to be included in the rental event, they are the responsibility of the rental client who will work with a museum-approved caterer. Your catering contract may include all table linens for meals and serving stations and must include adequate clean up immediately following the event. Caterers must collect all trash generated from the event on the night of the event and place it in a nearby trash receptacle or remove it from the property. Other than a cake, no food may be brought in by the client or guests. **Initial** _____

12. **Alcohol:** Alcohol may only be served in limited areas at the Discovery Center. If alcoholic beverage service is planned as a part of your event, only Discovery Center-approved vendors may be used. When alcohol beverage service is planned as part of a rental event, fees for security can be added to the rental charges. A list of current approved caterers is available by calling the Discovery Center. All alcoholic beverages must be served by a licensed bartender with a copy of their license displayed. If serving alcohol, renter is responsible for and must abide by all city, county, and state alcoholic beverage control laws and regulations and arrange for appropriate license(s), permit(s), and insurance certificate(s). Copies must be provided, if requested, at least five (5) business days prior to event. Renter is responsible for all consequences of guest behavior during and following the consumption of alcohol. If Renter provides, or causes to be provided, alcohol not in accordance with the above policies, the Discovery Center retains the right to end Renter's event immediately and without further explanation. Absolutely no alcoholic beverages may leave the designated area for any reason. **Initial** _____

13. **Clean up:** During the event, it is the responsibility of the client to prevent any damage to the facility, furnishings, and equipment. Additional charges will be assessed for any damage to or cleanup of the facility that is beyond normal wear and tear. On the day of the event it is the responsibility of the client to leave the facility clean. After the event, the Discovery Center will not store items for the client or anyone hired or affiliated with the client and the Discovery Center shall not be responsible for any items left behind. The Discovery Center reserves the right to dispose of any items left on the premises as it deems appropriate and to charge the client the cost of the disposal. Additional charges will be assessed for rental time in excess of the agreed upon hours including time necessary for the Discovery Center to perform any cleanup. **Initial** _____

14. The Discovery Center reserves the right to impose any additional rules or regulations, or set up special rental arrangements whether or not expressly provided herein, which the Discovery Center may deem necessary to protect its interests and such regulations shall be binding upon the client. **Initial** _____

15. Rental client/Applicant, for itself and its employees, workers, guests and invitees, agrees to indemnify, hold harmless, defend, release and forever discharge the Harrison County Discovery Center, the Harrison County Parks Department, and the Harrison County Government and their officers, agents, employees, and any person or persons under their control (hereinafter collectively, "Indemnitee"), from and against any and all liability, damages, claims, demands, actions, losses, costs or expenses (including attorney's fees and costs) of any kind whatsoever for which the Indemnitee incurs or becomes obligated or is alleged to be obligated to pay, arising out of or in any way connected with, but not limited to, physical or mental injury (including death at any time resulting there from) or damages to property (including loss of use thereof) if any such physical or mental injury or property damage arose or is alleged to have arisen out of or in connection with Rental Client/Applicant's use of the facilities of the Discovery Center, whether or not such injury or property damage was caused or was alleged to have been caused or contributed to, in whole or in part by the negligence of the Indemnitee or by any act or omission of any other entity, and whether or not the Indemnitee may become liable for physical or mental injury or property damage by operation of law or statute. **Initial** _____

16. The Harrison County Discovery Center, the Harrison County Parks Department, and the Harrison County Government are not responsible for any injury, loss, or damage that may occur to the rental client, any guests or to property from any cause whatsoever, prior, during, or subsequent to the time rental client or their guests are attending the Discovery Center rental event. Upon signing this Facility Rental Agreement, the rental client expressly releases the Harrison County Discovery Center, paid individuals, or volunteers from any and all claims from such loss, damage, or injury. **Initial** _____

I HEREBY AGREE TO ALL CONDITIONS AND TERMS OF THIS AGREEMENT.

Signature _____ Printed Name _____
Organization _____ Date _____