



Southeast Ohio History Center Rental Application Form

All applicable fields are required. Southeast Ohio History Center reserves the right to disapprove any application.

SECTION 1: General Information

A. Renter Information

Name:			
Organization or Company Name (if applicable):			
EIN:		Nonprofit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> 501c3 Organization	<input type="checkbox"/> Religious Organization	<input type="checkbox"/> Government Agency/School	<input type="checkbox"/> Other
Street Address:			
City:	State:	Zip:	County:
Mailing Address (if different from above):			
City:	State:	Zip:	County:
Phone number:			
Primary Contact:		Email:	
Phone Number:		Cell:	
Secondary Contact:		Email:	
Phone Number:		Cell:	

B. Event Information

Event Name	
Event Type (Check all that apply):	<input type="checkbox"/> Wedding Ceremony <input type="checkbox"/> Fundraising Event <input type="checkbox"/> Rehearsal Dinner <input type="checkbox"/> Lunch or Dinner <input type="checkbox"/> Party/Reception <input type="checkbox"/> Reunion <input type="checkbox"/> Corporate Retreat/Meeting <input type="checkbox"/> Performance <input type="checkbox"/> Conference <input type="checkbox"/> Film <input type="checkbox"/> Memorial Service <input type="checkbox"/> Other
Will this event take place over multiple days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event Date(s)	
Event Start Time:	
Arrival Time:	
Event End Time:	
Departure Time:	
Number of People Attending:	
Will you be using the History Center's tables and chairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be using the History Center's sound system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you require a screen, monitor, or projector?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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Will you require access to our kitchen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will this event include alcohol? <i>(Please refer to Section 3: Policies)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be having live music or DJ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you interested in using our organ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list all other services or vendors you will be using for your event, including caterers, photographers, musicians, planners, etc.	

SECTION 2: Rentals at the Southeast Ohio History Center

Who we are:

Southeast Ohio History Center: We are a history museum that has been in Athens for over 30 years. We house over 70,000 artifacts and 13,000 images in our permanent collection and we change exhibitions in our galleries several times a year. We are a non-profit, membership-based organization, and all funds from rentals will help support our mission to preserve and share the rich history of Southeast Ohio.

What we do:

The mission of the Southeast Ohio History Center is to collect, preserve, and share Southeast Ohio's unique cultural and natural heritage. We seek to use history as a powerful tool to help southeast Ohioans celebrate their identities, develop critical thinking skills, and inspire them to preserve their history as a legacy for their families and communities. We serve educators, students, researchers, regional history organizations, and members of the general public, through relevant exhibits, events, and programs.

Hours of Operation:

Wednesday – Friday: 10:00 AM to 4:00 PM
 Saturday: 12:00 to 4:00 PM
 Closed on Sunday, Monday, and Tuesday
 Closed on federal holidays

Hours available for Rental:

Monday – Friday: 9:00 AM to 10:00 PM
 Saturday: 12:00 to 10:00 PM

Rental Spaces:

Hocking Valley Bank Community Education Room

Located on the Lower Level, this room is ideal for meetings or retreats with space for 10-15 people. The space includes a large conference table, 15 chairs, two whiteboards, and a screen with HDMI adaptor.

The Gallery with dividing wall down

Located on the Main Level, the Gallery is ideal for meetings, corporate retreats, conferences, or small events with space for 24-30 people seated at round tables, or 50 people in auditorium-style seating. Two screens with HDMI adaptors are available for this space.

***The Gallery is only available when the History Center is closed to the public.**



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The Great Hall with dividing wall down

Located on the Main Level, the Great Hall is ideal for larger events such as concerts, programs, performances, celebrations, and wedding ceremonies. It can accommodate 100 people with auditorium-style seating and a central aisle, or 80 people seated at 10 round tables. This space is equipped with a sound system, two screens with HDMI adaptors, a large screen with a high-resolution short-throw projector, a baby grand piano, and, of course, the organ. At the back of the Great Hall is the Eric Coon Memorial Reception Area, which is ideal for setting up food and beverage service. The reception area also includes a bar that can be opened or closed during your event.

***Please note that this space may not be available during certain traveling or special exhibitions**

The Great Hall and Gallery

One of the wonderful architectural features of our historic building is the movable wall that divides the Gallery and the Great Hall. When the wall is up, the two spaces blend seamlessly together, giving you and your guests the opportunity to be surrounded by history during your event! Opening the wall increases the Great Hall's capacity to 150 people with auditorium-style seating, and comfortably seats 80 at 10 round tables, with additional space for cocktail tables or rectangular tables. The space is equipped with a sound system, two screens with HDMI adaptors, a large movie screen with a high-resolution, short throw projector, a baby grand piano, and, of course, the organ. At the back of the Great Hall is the Eric Coon Memorial Reception Area, which is ideal for setting up food and beverage service. The reception area also includes a bar that can be opened or closed during your event.

***Please note that this space may not be available during certain traveling or special exhibitions.**

***The Great Hall and Gallery are only available when the History Center is closed to the public.**

Our primary function is as a history center. Our exhibits are a part of the experience of using this space. While we can move some of our exhibit cases to the perimeter of the Great Hall and Gallery, we cannot remove them from the main floor.

Rental Rates

Space	Minimum Rental Time	Rate
Hocking Valley Bank Community Education Room	2 hours	\$25 per hour
Gallery with dividing wall down	2 hours	\$100 per hour
Great Hall with dividing wall down	4 hours	\$150 per hour
Great Hall and Gallery	4 hours	\$200 per hour
History Center 365 Society members and non-profit organizations receive a 20% discount on rentals		

Additional Charges (flat rate per event)

Chair and Table Setup and Teardown	\$150
Use of the Kitchen	\$50
Use of A/V Equipment	\$50
Movie screen and projector setup	\$150
Use of the Organ	\$100
Moving exhibition cases and displays	\$150
F-2 Temporary Liquor Permit	\$150



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SECTION 3: Policies

Alcohol

Initials

- The Southeast Ohio History Center does not permit renters, their guests, or invitees to bring outside alcohol on the premises. Any alcohol served at the Southeast Ohio History Center must be either:
 - Brought into and served at the Southeast Ohio History Center by a third-party caterer who is properly licensed by the State of Ohio to provide alcohol at outside venues, or
 - Preordered through the Southeast Ohio History Center. In this case, the Southeast Ohio History Center will apply for a temporary liquor license, and then order alcohol on your behalf once we receive the license. You will pay for the alcohol, but what you do not use is yours at the end of the night. The price of the alcohol itself depends on what you decide to order. Our staff can guide you through this process.
 - **Use or distribution of outside alcohol in the Southeast Ohio History Center or on the grounds will result in a \$500 fine and shall require all renters, their guests or invitees to immediately vacate the premises.**
- If you choose to preorder alcohol, the Southeast Ohio History Center will provide the bartenders. For events with fewer than 50 people we require one bartender. For events with 50-100 people, we require two bartenders. For events with more than 100 people we require three bartenders. The renter agrees to pay the bartenders \$20 per hour with a 20% gratuity.
- The Southeast Ohio History Center reserves the right to refuse to allow alcohol on the premises if we are not satisfied that the renter's caterer is properly licensed.
- It is the renter's sole responsibility to ensure that persons under the age of 21 do not consume alcohol at the facility, and that persons who have been overserved are denied further access to alcohol.
- The Southeast Ohio History Center is not liable for any events or instances resulting from the availability or consumption of alcohol on our site.
- Failure to comply with these policies shall result in immediate forfeiture of the premises and any deposit.

Deposits

Initials

- **For events for which alcohol has not been included by request:** A \$200 deposit is required for the rental of the Great Hall and Gallery. \$100 of this deposit is nonrefundable to hold the date. \$100 is refundable to you after cleanup. Failure to remove trash and recycling from your event or otherwise damage the venue will result in a forfeiture of the \$100 refundable portion of the deposit.
- **For events for which alcohol has been included by request:** A \$600 deposit is required for the rental of the Great Hall and Gallery. \$100 of this deposit is nonrefundable to hold the date. \$500 is refundable to you after cleanup. Failure to remove trash and recycling from your event or otherwise damage the venue or failure to comply with the alcohol policy will result in a forfeiture of the \$500 refundable portion of the deposit, in addition to any fine that may be imposed for failure to abide by the Southeast Ohio History Center'.



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Payment

Initials

- Payment for the rental of any space in the Southeast Ohio History Center must be received **in full** one week prior to the event.

Cancellation

Initials

- If you need to cancel or postpone your event, the renter must notify the Southeast Ohio History Center no later than two weeks prior to date of the event. Rescheduling the event will be determined by the Southeast Ohio History Center's availability. Cancelling your event will result in forfeiting the \$100 hold deposit.

Kitchen

Initials

- The kitchen includes counter space, a refrigerator, and three sinks. No other kitchen supplies are provided and there is no cooking inside the facility. The kitchen is for preparation, storage of off-site prepared foods and beverages, serving, and clean-up only. Warming dishes, such as crockpots and chafing dishes, are permitted.

Setup and Tear Down

Initials

- The rental time begins with when you plan to arrive to setup and ends with when you leave the Southeast Ohio History Center.
- To minimized damage to our building and exhibits, renters are not permitted to set up or break down tables, chairs, or move exhibit cases. Southeast Ohio History Center staff will set up tables and chairs prior to the event. Renters can work with staff prior to the event to direct where to place them.
- Renters must remove all decorations, flowers, food, trash, and recycling at the end of the event. Failure to remove trash or recycling will result in your forfeiture of your \$100 cleaning deposit.
- **Only with prior written permission** of the Southeast Ohio History Center executive director, a renter may leave some items at the Southeast Ohio History Center until the end of the next business day. These could include large sets, furniture, or rented tables, chairs, or linens. Arrangements for this must be made in advance. **Failure to remove items by 4:00 PM on the next business day will result in a \$50 per day fine.**

During the event

Initials

- A minimum of one Southeast Ohio History Center staff member must be present for all events taking place after the Southeast Ohio History Center's business hours. For events that end after 8:00 PM or events that serve alcohol, a minimum of two staff members, not including bartenders, must be present. The staff will be on site as building managers during the event to answer questions and direct the renter and vendors. The staff does not act as security for the renter.



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Cleaning

Initials

- Renters are responsible for removing all trash and recycling from the Southeast Ohio History Center at the end of their event. A dumpster and mixed recycling receptacle are located beside the Southeast Ohio History Center. Please clean up any spills or accidents on our floors promptly. Failure to remove trash and recycling from the Southeast Ohio History Center will result in a forfeiture of your \$100 cleaning deposit.

Prohibited Items and Activities

Initials

- Illegal drugs or other banned substances are not permitted to be brought into the Southeast Ohio History Center
- Except as otherwise provided in this agreement, the possession, serving, sale, or consumption of alcoholic beverages is not permitted in the Southeast Ohio History Center.
- Betting and/or gambling in any form or maintaining any gambling equipment
- Weapons of any kind are prohibited during rental events.
- The Southeast Ohio History Center is a smoke-free venue. There shall be no smoking or vaping inside the building or on History Center grounds.
- There are to be no lit candles, no fire, no propane, and no open flame of any kind in any area of the Southeast Ohio History Center.
- Service animals are permitted at the Southeast Ohio History Center, but no pets.
- Flowers and live plants must be removed at the end of the event.
- Renter must use non-marking and non-damaging methods of securing decorations. Nails, tacks, tape, and staples are not allowed.
- No confetti, glitter, sand, rice, birdseed, or fireworks are allowed inside the Southeast Ohio History Center or on the grounds.
- **Failure to comply with these policies will result in a \$500 fine.**

Damage

Initials

- We understand that accidents can happen, however, you as the renter are responsible for your guests while they are at the Southeast Ohio History Center. Due to the irreplaceable nature of the artifacts and antiquities housed in the Southeast Ohio History Center, the renter will be responsible for any damage, breakage, or theft that occurs during their event. After an event, Southeast Ohio History Center staff members will inspect the building and grounds to ensure that there is no damage. If there is major damage to our building, landscaping, exhibits, or artifacts, you will be contacted for additional payment and restitution.

Liability

Initials

- The Southeast Ohio History Center shall not be liable for damages caused by an act of God, or other unforeseen event reasonably beyond the Southeast Ohio History Center's control. The Southeast Ohio History Center is not responsible for items belonging to Renter or Renter's guests that are lost, stolen, or damaged during the rental period.
- Renter is, and hereby acknowledges that it is, liable for the actions and behavior of Renter's guests during the rental period, and at any other time such guest is on or around the rental space as a result of Renter's use of the



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rental space. The Southeast Ohio History Center will not be liable for the safety of Renter's guests. Renter agrees to indemnify and hold harmless the Southeast Ohio History Center from all liability arising from the activities of Renter and Renter's guests during the rental period.

- **The Southeast Ohio History Center requires a copy of any caterer's liability insurance and liquor license, where applicable.**

SECTION 4: Event Rental Fees

Space	Price Per Hour	Number of Hours	Unit Cost			Total Charges
Hocking Valley Bank Community Education Room	\$25					
Gallery with dividing wall down	\$100					
Great Hall with dividing wall down	\$150					
Great Hall and Gallery	\$200					
Total Rental Charges						
Additional Service Charges				Use		
Chair and table setup and tear down			\$150	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Moving exhibition cases and displays			\$150	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Use of kitchen			\$50	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Use of A/V Equipment			\$50	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Movie Screen and projector setup and tear down			\$150	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Use of the organ			\$100	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
F-2 Temporary Liquor Permit			\$150	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Total Service Charges						
Refundable Cleaning Deposit						
Non-refundable Deposit						
Discounts						
Total Charges						



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SECTION 5: Signatures

I certify that I have read, understand, and accept the conditions set forth in this rental application.

X _____	X _____
Jessica Cyders, Executive Director, Southeast Ohio History Center	Renter

Electronic signatures or signature images can be inserted in the above boxes, or you may hand-sign this page and send it as an attachment to your application.

Please submit your completed application form to jessica@athenshistory.org
For any questions, please email us at the email listed above or call us at 740-592-2280.

Notes: