

**BLUE EARTH COUNTY HISTORICAL SOCIETY
HERITAGE CENTER MEETING ROOM RENTAL AGREEMENT**

PLEASE PRINT

Date and Time of Rental _____ From: _____ To: _____

Applicant's Name _____

Business or Non-Profit Organization _____

Applicant's Address _____

Applicant's Phone Number _____ Email _____

Purpose of rental: _____

ROOM SETUP (please circle all that apply):

- Board style – tables with chairs in large rectangle – seats up to 24
- Luncheon style – round tables with chairs – seats up to 36
- Classroom style – just chairs – seats up to 50
- Empty room – no tables or chairs
- Extra 6' or 8' table
- Refreshment table - in room or in hallway
- Kitchen: 12 cup coffee pot, 30 cup coffee pot, oven, microwave, refrigerator
- Equipment: VCR or DVD player, multi-media projector, overhead projector, slide projector, screen, extension cord, podium, portable audio system with microphone
- Special requests: _____

RENTAL FEES

Meeting Room Rental

_____ 1/2 day 4 hours or less - \$75 or Non-Profit \$25

_____ Full day 5 to 8 hours - \$150 or Non-Profit \$50

Museum Gallery Tour

_____ Additional \$5 per person (\$25 minimum) – Number of People _____

Historical Society Program/Speaker

_____ Additional \$25 - Historical Society program (list of topics available upon request)

Topic or Speaker: _____

\$ _____ TOTAL (Make check payable to BECHS)

It is the applicant's responsibility to return the room to its original condition after the event. Meeting Room Rental Fee must be paid before the event and is non-refundable; gallery tour and speaker fees can be paid the day of the event or billed after the event. A copy of this form will be returned to you upon approval of your request.

Applicant's Signature _____ Date _____

Approved By _____ Date _____