



POLK COUNTY HISTORICAL SOCIETY

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STAFRIN ROOM RENTAL AGREEMENT

Date: _____

Time: _____
From To

Organization: _____ Number of people: _____

Type of event: _____

Contact person: _____

Address: _____

City: _____ State: _____ ZIP: _____

Contact phone: _____ Contact email: _____

Conditions of usage:

- NO alcoholic or tobacco products are allowed in the Museum.
- Renters are responsible for cleaning up all spills and debris, and for removing all trash.
- Renters are responsible for maintaining order while on Museum premises, taking reasonable care of the room and furnishings, and paying for any damages to the building, furniture, or equipment.
- All payments are due on or before the date of the event.
- A member of the Society staff will be on duty at all times during the event.
- Renters may tour the Museum. Donations for touring are appreciated.

Costs:

Use of the room for four hours on days the Museum is normally open (9:00am to 5:00pm)\$60
Full days between 9:00am and 5:00pm.....\$80
Evenings between 5:00pm and 9:00pm\$75

- Groups staying after 9:00pm will be charged an additional \$15 per hour
- Groups needing additional setup time may set up while the Museum is open from 3:00pm to 5:00pm
- If additional time is needed, the room must be rented for the day at the full day rate

Signature of group representative

Date

Reservations must be made by an official contact of the renting group who will ensure all regulations are followed.

Society staff member signature

Date