

2024 RENTAL CONTRACT

FAYETTEVILLE- LINCOLN COUNTY MUSEUM ASSOC

Individuals or groups desiring to use the auditorium facilities must complete the contract and pay the full rental amount for the date to be held.

Weekend rentals are \$600 for Friday – noon Sunday. Additional days are \$50. Friday, Saturday or Sunday one day only rentals are \$300 (you are only able to access the building the rental day)

The RENTAL FEE IS NOT REFUNDABLE if the renter cancels the event for any reason less than 6 weeks before the rental date. By signing this contract the renter is asking the museum to hold the reservation until the date of the event.

The FLCMA reserves the right to refuse rental of the auditorium when the rental is deemed to not be in the best interest of the association or if the renter has incurred damages to the museum in the past.

I am the responsible party and I agree to the terms stated above:

Name:

Date:

RENTAL CONTRACT AND CHECKS CAN BE MAILED TO

FLCMA- PO BOX 54 FAYETTEVILLE, TN 37344

Application for rental of FLCMA

Name: _____

Address: _____

Phone number: _____

Date of rental: _____

Type of activity: _____

Alcohol served: YES / NO

Number of quests expected: _____

The Fire Marshall has set the building capacity at 285.

If alcohol is served, I understand that I must purchase an Event Liability Insurance Policy from my selected insurance company to secure my reservation. A copy of the policy must be given to the FLCMA to be filed with the contract no later than 2 weeks prior to the event.

The FLCMA IS NOT RESPONSIBLE for any injuries incurred during the rental of the auditorium interior or exterior areas.

I understand and agree to the above regulations and attest to the best of my ability that all rules will be observed.

Responsible party: _____

Date: _____

FLCMA FACILITY CONTRACT RULES AND INFORMATION

- **ABSOLUTELY NO SMOKING IS ALLOWED IN THE BUILDING OR NEAR DOORS**
- **RENTER MUST PROVIDE TOILET PAPER, PAPER TOWELS, SOAP, AND GARBAGE BAGS**
- **RENTER MUST COLLECT ALL THE GARBAGE, INCLUDING BATHROOMS BEFORE LEAVING. BAG AND PLACE ALL TRASH IN THE CITY TRASH CANS OUTSIDE THE KITCHEN DOOR. TAKE CANS TO THE UTILITY POLE IN THE PARKING LOT**
- RENTER MAY USE THE FLCMA TABLES AND CHAIRS AT NO CHARGE. THERE ARE 10 – 96” RECTANGLE AND 20- 60” ROUND, AND 150 + METAL FOLDING CHAIRS. RESTORE ALL THE TABLES AND CHAIRS AT THE END OF THE EVENT.
- ANY RENTED FURNITURE MUST BE REMOVED FROM THE BUILDING AS SPECIFIED BY THE RENTAL BUSINESS.
- **CUSHIONED ARM -CHAIRS DO NOT BELONG TO THE MUSEUM AND CANNOT BE USED.**
- EVERYTHING MUST BE REMOVED FROM THE FACILITY THE DAY OF THE RENTAL
- DO NOT PARK VEHICLES ON THE LAWN. VEHICLES IN VIOLATION MAY BE TOWED AT THE EXPENSE OF THE OWNER.
- DO NOT DRIVE DELIVERY VEHICLES INTO THE COURTYARD
- DO NOT REMOVE ANY ARTICLES OF THE MUSEUM FROM THE WALLS
- DO NOT ATTACH ANY ITEMS TO THE STAGE CURTAINS OR WINDOW CURTAINS
- PLEASE NO CONFETTI OR GLITTER (YOU WILL BE ASKED TO COME BACK AND CLEAN IT UP)
- DUE TO THE FIRE CODE ALL CANDLES MUST BE ATTENDED AND ENCLOSED IN A FIRE-PROOF CONTAINER AND THOROUGHLY EXTINGUISHED AT THE END OF THE EVENT
- DO NOT REMOVE LONG TABLES FROM PITTS LOBBY. DO NOT PUSH OR DRAG BECAUSE THEY ARE ANTIQUE AND THE LEGS ARE FRAGILE

- AFTER THE EVENT TURN OFF ALL HEAT/ AIR AND ALL LIGHTS IN THE AUDITORIUM AND LOBBY
- DO NOT LEAVE CHILDREN UNATTENDED IN THE COURTYARD OR LET THEM BEHIND THE STAGE AREA
- THE MUSEUM IS NOT TYPICALLY OPEN FOR TOURS DURING EVENTS UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE THROUGH THE BOARD OF DIRECTORS.

***** THE FLCMA IS RUN BY A BOARD OF VOLUNTEERS *****