FAYETTEVILLE-LINCOLN COUNTY MUSEUM ASSOCIATION

Auditorium Rental Contract

Rental rates, reservations and payment

SECURING YOUR DATE

Payment is due in full to secure the rental date. The completed rental contract and full rental payment must be received before the date will be held.

RENTAL RATES AND ACCESS

RENTAL OPTION	RATE	ACCESS
Weekend rental	$750	Friday through noon Sunday
Additional days	$50 per day	Additional rental days
One-day weekend rental	$300	Friday, Saturday or Sunday only
One-day weekday rental	$250	Monday through Thursday only

For a one-day rental, access to the building is limited to the rental day.

PAYMENT METHODS AND DELIVERY

Payment may be made by **cash or check payable to FLCMA.**

Mail payment to:
FLCMA
P.O. Box 54
Fayetteville, TN 37334

Or drop off payment with:
Heather McCormick, Rental Coordinator
Fayetteville Main Street
100 Main Ave N, Suite A
Fayetteville, TN 37334

CANCELLATION POLICY

The rental fee is **nonrefundable if the renter cancels less than one month before the rental date.**

RENTAL APPROVAL

FLCMA reserves the right to refuse rental of the auditorium when the rental is deemed not to be in the best interest of the Association or if the renter has previously caused damage to the museum.

Rental Application

Renter information and agreement

Name / responsible party:

Organization (if applicable):

Mailing address:

City, state and ZIP code:

Phone number:

Rental date(s):

Event time (start and end):

Type of event / activity:

Number of guests expected:

Will alcohol be served? ○ Yes ○ No

CAPACITY, ALCOHOL AND INSURANCE

The building capacity established by the Fire Marshal is **285 people.**

If alcohol will be served, the renter must purchase an Event Liability Insurance Policy from an insurance company of the renter's choice as a condition of the reservation. A copy of the policy must be provided to FLCMA to be filed with this contract **no later than two weeks before the event.**

RESPONSIBILITY AND ACKNOWLEDGMENT

FLCMA is not responsible for injuries incurred during the rental of the auditorium or its interior or exterior areas.

By signing below, I identify myself as the responsible party and acknowledge that I have read and agree to the rental terms, payment requirements and facility rules on all three pages of this contract. I agree to observe all rules to the best of my ability.

Printed name:

Signature:

Date:

Facility Rules & Information

Please review all requirements before your event

SUPPLIES AND CLEANUP

- **The renter must provide toilet paper, paper towels, soap and garbage bags.**
- Collect all garbage, including trash in the bathrooms, before leaving. Bag all trash and place it in the city trash cans outside the kitchen door. Take the cans to the utility pole in the parking lot.
- All items brought into the facility must be removed on the rental day. Any rented furniture must be removed as specified by the rental business.
- After the event, turn off the heat/air conditioning and all lights in the auditorium and lobby.

TABLES, CHAIRS AND MUSEUM PROPERTY

- Museum tables and chairs may be used at no charge: ten 96-inch rectangular tables, twenty 60-inch round tables and 130 metal folding chairs. Return all tables and chairs to their original locations after the event.
- Cushioned armchairs do not belong to the museum and may not be used.
- Do not remove the long tables from Pitts Lobby. Do not push or drag them; they are antiques with fragile legs.
- Do not remove museum articles from the walls or attach items to the stage curtains or window curtains.

SAFETY, DECORATIONS AND PARKING

- Smoking is prohibited inside the building and near doors.
- Confetti and glitter are not permitted. Renters who use them will be asked to return and clean them up.
- All candles must be attended, enclosed in a fireproof container and thoroughly extinguished at the end of the event.
- Do not park vehicles on the lawn. Vehicles in violation may be towed at the owner's expense.
- Delivery vehicles may not be driven into the courtyard.
- Children must not be left unattended in the courtyard or allowed behind the stage.

MUSEUM ACCESS

- The museum is not typically open for tours during events unless prior arrangements have been made through the Board of Directors.

FLCMA is operated by a board of volunteers.