

BURNETT COUNTY HISTORICAL SOCIETY

Amount Paid:

Forts Folle Avoine Historical Park  
8500 County Road U

Date Paid:

Danbury, Wisconsin 54830  
Phone: 715-349-8989

**Facility Use/Rental Agreement**

LUNCHEON \_\_\_\_\_  
EVENT \_\_\_\_\_

DINNER \_\_\_\_\_

MEETING \_\_\_\_\_

**Describe:**

AMPHITHEATER \_\_\_\_\_ (Capacity 300)  
capacity 100)

VISITOR CENTER GREAT ROOM \_\_\_\_\_ (29ft x 50ft,

KITCHEN \_\_\_\_\_

DECK \_\_\_\_\_

Gift Shop open: Yes \_\_\_ No \_\_\_

Historic Park Admission/tours: Yes \_\_\_ No \_\_\_

Name of Renter or responsible party:

Billing Ad-  
dress: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone(s) \_\_\_\_\_

Email \_\_\_\_\_

DATE of EVENT: \_\_\_\_\_ NUMBER OF GUESTS: \_\_\_\_\_

Start time: \_\_\_\_\_  
**midnight.**

End time: \_\_\_\_\_ **Must be out of the facility by**

Set up date/time: \_\_\_\_\_ Clean up date/time: \_\_\_\_\_ (See agreement/  
policy)

\*Name of caterer if using \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Caterer must be licensed and insured. If not, liability of food preparation is client responsibility)  
Caterer set up time/needs (to be negotiated at contract time):  
\_\_\_\_\_

<b>RATES:</b>	Meeting/Event without use of kitchen	
	up to 3 hours	\$100.00 Yes ___ No ___
	3-6 hours	\$200.00 Yes ___ No ___
	over 6 hours	(add \$40 per hour over 6 hours)
	Meeting/Event with use of kitchen	\$350.00
	<b>Security Person after 4 pm (mandatory, non-negotiable)</b>	<b>PLUS \$100.00</b>
	Total	\$ _____

**A HOLD & DAMAGE DEPOSIT of \$300.00 is required when the contract is signed.** A separate check should be written for this. It will be kept in the case of cancellation or held until after the final inspection of the premises by the Director of Forts Folle Avoine Historical Park.

**All fees must be paid 1 week prior to the event. Checks should be payable to the Burnett County Historical Society.** **Total Amount Due:**

\_\_\_\_\_

## AGREEMENT DETAILS/POLICIES

**Catering:** A licensed and insured caterer is preferred. If the caterer is not licensed and insured, the renter assumes responsibility for insurance. **The Burnett County Historical Society assumes no responsibility for catering. All kitchen guidelines must be followed.** (See kitchen guidelines sheet)

**Set Up & Clean Up:** Set up may be done the day before, **3:00pm** (negotiable) – **8:00pm (non-negotiable)** or the day of the event depending on the Forts schedule.

Use of the kitchen the day before is not included in the rental but may be used for an additional fee of \$200. This is for **prep cooking only** and must be done by 8:00pm.

**Clean up must be done the day of the event.** Anything left on the premises must be removed by **10:00am** the following day. Specific dates/times or additional time must be negotiated and approved by the Forts staff due to other events.

**Deposits:** A Hold and Damage Deposit of \$300 is required as a separate check at time of contract signing.

**These deposits will not be applied to rental fee.**

The check will be held until after the event following inspection by personnel. If cleaning is necessary or damage occurs the appropriate amount will be deducted from the deposit and the balance, if any, will be refunded. Cleaning fee is \$20 per hour. Damages over and above the \$300 deposit will be the responsibility of the renter.

**Renter Responsibilities:** Set up of tables, benches, and chairs.

Must obtain approval for decorating and taking down decorations.

Candles must be enclosed. Ask for guidelines prior to event planning.

Personal items must be removed upon clean up.

All exhibits must stay on walls. Forts staff may move display cases.

Approval of electrical needs is required.

Must follow kitchen guidelines (attached). Additional trash bags available from the Fort

**Smoking:** No Smoking is allowed in the buildings or on the decks except in marked designated areas.

**Liability:** Renter assumes all liability for any injury or damages that may arise from any accident or incident that occurs on or about the rented premises in any area under the control of renter. Lessee shall indemnify the Burnett County Historical Society against all claims filed by parties injured or damaged by an accident or incident during the term of rental agreement. If the Burnett County Historical Society, its members, agents, or employees, are made a party defendant to any litigation concerning this rental agreement or the leased premises or the occupancy by the renter, then renter shall indemnify the Burnett County Historical Society, its members, agents, or employees, against all liability by reason of such litigation, including reasonable attorney's fees and expenses incurred by lessor in any such litigation, whether or not any such litigation is prosecuted to judgment.

**Conduct:** Renter is responsible for the conduct of its guests and representatives while on Forts Folle Avoine property. The Forts staff reserves the right to eject any guest who is disruptive or is vandalizing property.

**Camping:** No camping or motor homes allowed.

**ALL FEES MUST BE PAID AT LEAST 30 DAYS PRIOR TO THE EVENT.** If payment is not made at least 30 days in advance the facilities may be released for another event and the \$300 deposit will be kept.

**CHECKS SHOULD BE MADE OUT TO THE BURNETT COUNTY HISTORICAL SOCIETY.**

**Total amount due:** \_\_\_\_\_

**The undersigned has reviewed this document, is familiar with its terms and agrees to abide by all provisions herein.**

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Facility Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_