

**Waterville Historical Society**  
**Wakeman Hall Rental Agreement**  
**Rental Policy**

1. Rental is for first floor of Wakeman including meeting room, kitchen, and rest room only. The rental will be for groups of no more than 75 persons, the number may be further restricted by seating arrangements.
2. The individual coordinating the rental agreement (as a representative of rental group) must be present during the entire rental period and is responsible for the actions of event attendees. Repair of damaged property will be the responsibility of the individual coordinating and signing the rental agreement.
3. A representative of WHS will be in attendance, though not necessarily in the meeting area, during the entire rental period.
4. All areas of Wakeman Hall are non-smoking areas. Additionally, no candles or open flames of any kind are permitted.
5. No alcoholic beverages will be served during the rental period.
6. No kitchen supplies or food stored by WHS are to be used for the rental event.
7. No tacks, push pins, tape, or putty of any kind are to be used to hang items on walls or display cases. WHS must approve any temporary exterior signs and the way the sign is hung on the Wakeman building or grounds.
8. All trash must be cleared and bagged after event and kitchen must be left as found. Trash bags will be provided.
9. A podium and folding screen are available, all other audiovisual equipment needs must be provided by rental group. No display cases may be moved, but folding chairs or tables may be moved as needed.
10. The thermostat must not be adjusted without permission of WHS member in attendance.
11. All rental requests must be processed through the WHS Rental Committee. A rental calendar will be maintained so that booking errors are avoided.
12. Rental fee must be submitted at time of reservation. Only cancellations made three business days before rental event will result in a fee reimbursement.
13. The WHS reserves the right to refuse any request for rental.

**Rental Rate is \$50 per hour with a 2 hour minimum (revised 2-1-2016)**

**Not Available January 1<sup>st</sup> through April 1<sup>st</sup>.**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Rental Group: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Date to be rented: \_\_\_\_\_ Time to be rented: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Number of hours rental is expected \_\_\_\_\_ Fee enclosed \$ \_\_\_\_\_

**I/we have read, understand, and agree to the Rental Policy in this agreement.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_