



Dairy Barn Use Contract

1. The Dairy Barn rental fee is \$ 75 per hour. There is no charge for one hour of set up and one hour for cleanup.
2. A \$150 security deposit is required to reserve your event date and time. Your security deposit is refundable up to 3 months before your event, less a \$50 cancellation fee. The security deposit is non-refundable if cancellation occurs within the 3 months prior to your event. Your security deposit will be returned within 30 days after your event less any deductions made for damages, extra charges, violation of our alcohol policy or any other violation of this contract.
3. The remaining balance for your event is payable by MONEY ORDER, CASHIER'S CHECK, CASH, VISA, MASTERCARD, or AMERICAN EXPRESS, and is due one month before your event.
4. The Museum is open for public tours from 1:00 p.m.- 4:00 p.m., Wednesdays – Saturdays.
5. All evening events must end by 9:00 p.m, with cleanup completed by 10:00 p.m.
6. Due to the age and nature of the Museum buildings, we carefully monitor food and drink service inside our buildings. We do not allow smoking or pets inside any Museum buildings. Alcoholic beverages and smoking are prohibited on all City grounds.
7. You will have access to our kitchenette and the use of a refrigerator, microwave, coffee pots, and sink. Your caterer will have to provide insurance coverage identified under a separate agreement.
8. The Museum can provide TV/DVD, chairs, tables, overhead projector, dry erase boards, sound system, podium, and garbage collection.

All of the above guidelines are subject to change due to special events, exhibits or projects.

Requested Event Date _____ Number of Guests _____
 Time of Arrival _____ Time of Event: Start _____ End _____ Time of Departure _____
 Name (Lessee) _____

Address _____ City _____ State _____ Zip _____
 Home Phone () _____ Cell Phone () _____
 Email Address _____
 Caterer Name _____ Phone () _____

Address _____ City _____ State _____ Zip _____

How did you hear about our facility? _____

Special Instructions: _____

LESSEES, by their signatures, agree to hold the City of Rochester Hills safe and harmless from any loss or damage that may arise during the rental term or as a result of a LESSEES' special event. LESSEES also agree to pay for all damages and for excess time used in the course of their event. LESSEES understand that their party may be sharing the Museum's facilities with other programs and exhibits, and that alcoholic beverages are prohibited.

 Lessee Signature Date
 Please make checks payable to: **The City of Rochester Hills**



Fee	_____
Deposit	_____
Other Fees	_____
Total Fees	_____
-Deposit Paid	_____
Balance Due	_____