

Waukesha County Historical Society & Museum Agreement for usage/rental of meeting space

THIS AGREEMENT made and entered into on this _____ day of _____ by and between the WCHSM, 101 W. Main Street, Waukesha, WI 53186, party of the first part, and _____ party of the second part.

WITNESSETH: That for and in consideration of the mutual covenants and undertakings hereinafter contained, the parties hereto covenant and agree as follows:

1. The WCHSM leases to the party of the second part the 1893 courtroom from within the Waukesha County Historical Society & Museum, being owned by the Waukesha County Historical Society.
2. The term of the agreement shall be for the day of _____ between the hours of _____ through _____.
3. The leased premise is to be used for the purpose of _____.
4. The party of the second part hereby agrees to pay to WCHSM as a rental for the aforesaid premises, the sum of \$ _____ which amount shall be paid in accordance with paragraph 5 below. If the party of the second part shall hold over beyond the allotted hours leased, the party of the second part shall pay additional rental at a rate of \$ _____ per hour.
5. The facility shall not be considered leased until this agreement is executed by the WCHSM, and a duly authorized agent of the party of the second part, and payment of \$ _____ (“deposit”) is received by the WCHSM. The deposit shall be non-refundable. An additional, refundable \$200 damage deposit shall be submitted with the remaining balance of the agreed upon rental. Payment must be received no later than _____. In addition, the party of the second part agrees to pay to the selected caterer _____ such additional amounts for services, food and liquor as provided for by the caterer.
6. A representative of the party of the second part agrees to arrive at least 45 minutes prior to arrival of guests.
7. All uses of the premises by the party of the second part, including decorating thereof, shall be subject to the prior approval of the party of the first part. Absolutely no nails, tacks, staples, scotch tape or masking tape and nothing attached to any wood
8. Catering and service of alcoholic beverages, if any, shall be arranged by the party of the second part.
 - a. The party of the second part or caterer is responsible for leaving area(s) leased and service areas in the same condition as it was prior to the rental of the event. All trash must be secured and sealed in plastic bags and left in designated area. If additional dumpsters are required or additional fees incurred by WCHS&M from sanitation department, said fees shall be billed to the party of the second part. The party of the second part will be charged \$50 per hour/per person for any cleanup the user or caterer has not performed.
 - b. The WCHSM must be advised by the party of the 2nd part in advance of alcohol consumption

