



Heartland Museum

PO Box 652, Clarion, Iowa 50525 515.602.6000
www.heartlandmuseum.org

Event Room Rental Agreement

Great space for meetings. Included in rental:

- More than 3,000 square feet and seating for up to 275
- 8 and 6 foot tables 6 foot round tables
- Access to kitchenette with sink, range, and standard sized refrigerator
- Handicap accessible restroom
- You set tables up as you want

Also available, please ask:

- * PA System
- * Overhead screen and projector
- * Piano
- * Stage access
- * Dance floor

Room set up for classroom style



Name of Organization or Individual Responsible: _____

Contact Name: _____ Contact Phone: _____

Address: _____ City: _____ St: _____ Zip: _____

Contact email: _____ Date of event: _____ Hours of Usage: (am/pm) _____

Type of Event: (Circle one) Meeting Other _____

Tables and chairs must be set up by person(s) renting the room. NO SMOKE/FOG machines allowed.

For meetings, rental fee is per day calculated by number of guests.

- | | | |
|--------------------|------------|---------------|
| • 10 to 50 guests | Rent \$125 | Deposit \$125 |
| • 51 to 100 guests | Rent \$175 | Deposit \$175 |
| • 101 to 150 | Rent \$225 | Deposit \$225 |
| • 151 & over | Rent \$325 | Deposit \$325 |

Please make one check for Rental and one check for Deposit payable to:
Heartland Museum
Deposit Check will be returned or cashed upon inspection after the event.

If you need an additional day for set-up, an additional fee of \$100 will be required.

Three or more graduates at one time: room rent is \$300 for 10am-6pm, \$200 deposit.

**Deposit return will be original check or our check.
Deposit is forfeited if less than one week notice is given for cancellation.
Please follow these simple requests to have your deposit returned after the event.**

Please leave the room, kitchen and restrooms as you found them.

- Clean tables, bag and take trash outside to dumpster
- Vacuum floors, clean restrooms
- Supervise children. There is no access to the museum unless prior arrangements have been made at regular admittance fee.
- Park on Heartland property only, front & side of building or street in front of "Big Red Shed".

I have read and understand the rooms rules and agree to be responsible for all guests and any damages.

Signature: _____

Please print name: _____

Date: _____

Thank You! Enjoy.

Museum representative