



Facilities Usage Information and Agreement

The Webster Township Historical Society (WTHS), a Michigan not-for-profit corporation, makes their buildings and grounds available to individuals, groups, or organizations for meetings or other events in accordance with the following guidelines, requirements, and responsibilities. For purposes of this agreement, any reference to facilities includes reference to buildings, grounds, and any other property of the WTHS, including furniture and equipment. All requests for usage of these facilities are subject to approval by the Board of WTHS.

Guidelines, Requirements, and User Responsibility

User agrees that User, its employees, contractors, agents, representatives, invitees, and each of its participants shall comply with each of the following terms and conditions while using the facilities.

1. The user acknowledges and agrees that the WTHS shall not be responsible for providing any services, utilities, equipment, or any other items to User, other than electricity, including heat or air-conditioning, and water, unless otherwise agreed to by the WTHS Board.
2. Parking must be pre-arranged with WTHS so that your guests are appropriately accommodated.
3. The WTHS reserves the right to schedule other activities and events in this and other buildings or on the grounds concurrently with this event.
4. The transfer or passing on by any individual, group, or organization of permissions to use WTHS facilities to any other individual, group, or organization is strictly prohibited.
5. These facilities may not be used for commercial gain or to produce any material to be sold commercially unless granted permission by the WTHS Board.
6. Those using WTHS facilities must confine themselves to the areas rented in their Facilities Usage Agreement and shall not exceed the capacity limits of these designated facilities. Please note that the log cabin and the land on which it sits do not belong to WTHS and may not be used for your event.
7. No political activities or events may be held on the grounds or in the buildings.
8. Motor vehicles, ORVs, and snowmobiles are prohibited on the grounds.
9. The use of tobacco products and drugs is strictly prohibited on WTHS premises.
10. During events for children and youth, the applicable individual, group, or organization must provide adequate adult supervision.
11. Tables, chairs, and other furnishings are included for your use with the rental fee but may not be moved between floors of a building, between buildings, or outside without permission from WTHS.
12. Animals are not allowed in our buildings. This regulation applies to your favorite pet as well. Prearrangements for exceptions are required.
13. Beer and wine are prohibited on the grounds and in the buildings, unless provided and served by a licensed and insured caterer or beverage retailer. A "Beer and/or Wine Beverage Special Permit" and a copy of the liability insurance must accompany the "Facilities Usage Agreement Form" and WTHS must be added as a "named insured" on the insurance policy for the event.
14. Decorations and Signage:
 - No staples, tape, nails or tacks are allowed in affixing decorations *inside or outside* the building.
 - *Nothing* may be attached to or suspended from the Crossroads sign on the *outside* of the building.
 - Blue painter's tape, Scotch 3M Quick Release plastic hooks or a similar type of product that will not damage paint or walls is permissible *inside*.

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15. No open flames are allowed, with the exception of floating or votive candles.
 16. **All Events must end no later than 10:00 PM and be cleaned up by 11:00 PM.**
 - **Outdoor Events**
 - ❖ Your completed agreement form must be submitted to WTHS along with a \$100 deposit to reserve your event date on our events calendar. (Your deposit will be applied to your rental fee.) In addition, you are required to procure a permit for your event from Webster Township by submitting a Special Event Permit Application to the Webster Township Board 60 days in advance of your event. It will be evaluated by the Township Board for approval or denial. Call 734-426-5103 for the permit application or visit the website (<https://twp.webster.mi.us/>).
 - ❖ If a permit is issued by the township, your rental fee balance plus your damage/cleaning deposit will be due to WTHS within 7 days. Make checks payable to WTHS.
 - **Indoor Events**
 - ❖ Your completed agreement form must be submitted to WTHS with a deposit of \$100 to reserve the space. The balance of the rental fee and damage/cleaning deposit must be paid at least 2 weeks in advance of your event. Make checks payable to WTHS.
 17. A representative of WTHS will be available during your event either onsite or by phone.
 18. Cleaning Requirements
 - a. Crossroads Community Center *Summary* – For detailed instructions, a “Cleaning List” is posted on the refrigerator in the kitchen.
 - You are responsible for removing *all* of your own trash, including restroom trash.
 - Bathroom fixtures and counters must be wiped clean.
 - Kitchen counters must be clean.
 - Floors must be dust-mopped and also wet-mopped if spills or tracking are present.
 - b. Dieterle’s Corncrib, Wheeler Wheelwright & Blacksmith Shop, Podunk School, Old Town Hall, May Mast’s Old North Barn
 - Sweep out the building
 - Collect and take trash with you
 - Put anything back in place that you moved
 - Building should be left in the condition in which you found it.
 19. Those using the WTHS facilities agree to release, protect, defend, indemnify and hold harmless the WTHS and its officers, board members, members, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney’s fees and other legal costs) arising directly or indirectly from their use of any WTHS facilities.
 20. Liability insurance may be required for your group or event. Special Permit on page 5.
 21. In the event of damage to WTHS facilities, users shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the WTHS Board or their designee and shall pay the WTHS for such repair and replacement costs upon demand.

Rights of Refusal and Cancellation

The WTHS reserves the right to refuse the use (or continued use) of the facilities to any applicant or user, public or private. In the event of circumstances beyond control of the WTHS, the right to cancel prior arrangements is reserved and must be done in writing prior to termination. The user may cancel this agreement with written notice within 72 hours of the start time of the event and receive a full refund. A cancellation less than 72 hours of the start time of the event will result in a 10% charge being deducted from the refund.



Fees and Deposit

Users are required to pre-pay the fee for use of, or access to, any building(s). See #16 and #17 above. *Note that rental of the Grounds does not include the log cabin and surrounding land which do not belong to WTHS.* The schedule of fees and damage and cleaning deposits are as follows. WTHS Members receive a 10% discount on rental fees.

Grounds without access to any building or structure.....	\$300/day
Grounds plus <i>access</i> to Crossroads Community Center restrooms	\$400/day
Crossroads Community Center.....	See chart below
Old Township Hall	\$150/day
Podunk School House.....	\$150/day
Wheeler Wheelwright & Blacksmith Shop	\$150/day
Kleinschmidt General Store.....	\$200/day
Dieterle’s Cornerib	\$150/day
20’ x 40’ Tent (window sides available)	\$100/day
May Mast’s North Barn.....	\$200/day
Damage Deposit for grounds or each building, except Crossroads	\$250/day
Cleaning Fee for each building, except Crossroads.....	\$200/day

Rental Rates for Crossroads Community Center

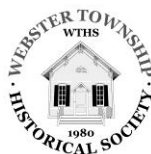
Tables and chairs are included in the rental fees.

Rental rates for meetings, classes, and workshops:

Rental Period	Entire Building (except Basement)	First Floor (incl. Kitchen & Bathrooms)	Floor 2 (incl. Bathrooms)	Kitchen & Bathrooms only
Hourly Rate	\$45.00	\$30.00	\$20.00	\$25.00
Cleaning/Damage Deposit	\$300	\$225	\$150	\$175

Rental rates for all other events (parties, showers, weddings, etc.) appear in the table below. Time for set-up and clean-up is also rental time, so if you need time the day before for set-up or the day after for clean-up, you must also pay rent for this time.

Rental Period	Entire Building (except Basement)
½ day (6 hours)	\$200
Full day (over 6 hours)	\$350
Damage Deposit	\$250
Cleaning Fee	\$200



Facilities Usage Agreement Form

See #16 on Page 2 for instructions on paying rental fees and damage/cleaning deposits.
Return completed form to: Thelma Tucker, 5360 Greenfield Rd., Brighton, MI 48114

Name of Individual/Group/Organization: _____
 Title of Event/Meeting: _____
 Date of Event/Meeting: _____ Estimated Number of Attendees: _____
 Time of Event/Meeting, including set-up time and clean-up time: _____
 Contact Person: _____
 Contact Phone: _____ Contact Email Address: _____
 Contact Address: _____
 Onsite Contact Person *During* Event: _____
 Onsite Contact Phone: _____

Grounds Being Reserved: Yes No

Building(s) Being Reserved:

- Crossroads Community Center
- Old Town Hall
- Podunk School
- Dieterle's Corncrib
- May Mast's Barn
- Kleinschmidt General Store
- Wheeler Blacksmith Shop

Rental Fee(s):	\$ _____	To be eligible for a full refund of your damage and cleaning deposit, see #18 on Page 2.
Less 10% for WTHS Member	\$ _____	
Damage Deposit(s):	\$ _____	
Cleaning Fee:	\$ _____	
Total Amount Due	\$ _____	
Payment Method:		
<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover		
Account #: _____		
Expiration Date: _____		Security Code: _____
Name on Card: _____		
Billing address: <input type="checkbox"/> Same as above.		

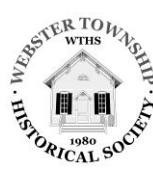
Signature: _____		

The above-named individual representing himself/herself, a group, or an organization acknowledges receipt of this Facilities Usage Agreement and has read, fully understands, and agrees to all provisions set forth in said agreement and such additional requirements or restrictions as may be communicated on behalf of the WTHS to the individual, group, or organization in the course of said usage.

Date: _____ Signature: _____
 Printed name: _____
 Title: _____

WTHS Facilitator:

Date: _____ Signature: _____
 Printed name: _____
 Title: _____ Contact Phone: _____



Beer and/or Wine Beverage Special Permit

Permit expires at 10:00 PM on this date.

As host of an event during which beer and/or wine will be served by my caterer or beverage retailer, I acknowledge that the Webster Township Historical Society (WTHS), its Officers, Board of Directors, and Members assume no liability, nor are they at risk of liability for actions resulting from persons consuming beer and/or wine on these premises. I have added WTHS as a named insured to the liability insurance covering my event. Please include a copy of the insurance certificate with this completed form.

Event Date: _____

Provider of Beer: _____

Liability Insurance Company: _____

Policy #: _____

Provider of Wine: _____

Liability Insurance Company: _____

Policy #: _____

Contact Person for Event:

Signature: _____

Printed name: _____

Date: _____

Phone: _____

WTHS Facility Coordinator:

Signature: _____

Printed name: _____

Date: _____

Phone: _____