



Hamburg Township Historical Society and Museum
7225 Stone Street
Hamburg, MI 48139
E: hthsandmuseum@gmail.com
P: 810.986.0190

Mailing Address: P.O. Box 272,
Hamburg, MI 48139

Hamburg Township Museum Room Rental Agreement

This Room Rental Agreement ("Agreement") is made and entered into as of the date signed below by and between Hamburg Township Museum ("Museum") 7225 Stone Street, Hamburg, MI 48139, and the undersigned Renter ("Renter"). This Agreement sets forth the terms and conditions for the rental of a designated room or space at the Museum.

Capacity: 30 Individuals

Furniture available: 8 - 8 foot tables and 30 chairs. Setup upon request: \$25 fee. Please notify 14 days in advance of meeting the set up style: U-shape, Classroom, Boardroom, Hollow Square or Theatre. [View setup options.](#)

Available everyday except Monday. Saturdays after 2:00 PM.

Any request above and beyond the room rental is at the discretion of the museum board.

1. Rental Details

- **Rented Space:**
- **Rental Date:**
- **Rental Start Time:**
- **Rental End Time:**
- **Purpose of Use:**

- **Rental Fee:** \$25.00 per hour
- **Setup Fee:** \$25.00 (see details above)
- **Deposit:** \$50.00



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2. Deposit

The Renter agrees to pay a deposit of \$50.00 at the time of booking to secure the rental. The deposit will be refunded within seven (7) business days following the rental date, provided no damage or rule violations occur. In the event of any damage to the property, furnishings, or equipment, or if the rental rules outlined in this Agreement are violated, the Museum reserves the right to retain all or part of the deposit, and additionally charge the renter for any costs to cover damages or losses.

3. Food and Beverage Policy

Renter [**can/cannot**] bring food and beverages into the Museum. If allowed:

- All food and beverages must be pre-approved by the Museum.
- The Renter is responsible for ensuring proper cleanup of all food and beverage items.
- Alcohol is strictly prohibited unless explicitly approved by the Museum and any necessary permits are obtained.
- Museum tap water is not drinkable. Must supply your own bottled water.
- Kitchen is not available for use. Whatever you bring in, you must carry out.

4. Release of Liability

The Renter agrees to use the premises at their own risk. The Museum and its employees, Board representatives, and affiliates shall not be held liable for any injuries, accidents, or loss of personal property occurring during the rental period. The Renter agrees to indemnify and hold harmless the Museum from any claims, damages, or expenses arising out of the use of the rented space.

5. Rules and Responsibilities

- The Renter shall ensure that the room is left in the same condition as it was upon arrival.
- The Renter is responsible for any damage caused by their guests or vendors. The renter will be responsible for any financial damages to the museum.
- The Museum reserves the right to terminate the rental immediately if any illegal or dangerous activities occur on the premises.



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6. Cancellation Policy

Cancellations made more than fourteen (14) days prior to the rental date will receive a full refund. Cancellations made less than fourteen (14) days prior to the rental date will forfeit the deposit.

7. Governing Law

This Agreement shall be governed by the laws of the State of Michigan.

8. Signatures

By signing below, the Renter acknowledges they have read, understood, and agree to the terms and conditions outlined in this Agreement.

Renter Information

- Name:
- Address:
- Phone:
- Email:

Renter Signature:

Date:

Museum Representative

- Name:

Museum Signature:

Date:

Please save this PDF and email it to hthsandmuseum@gmail.com.