

Arcadia Historical and Preservation Society, Inc.
ROUND BARN LOFT RENTAL AGREEMENT

Event Date: _____

Set-up Time: _____

Event Time : _____

Barn loft rental fee is **\$500** on Monday—Thursday or **\$650** on Friday—Sunday. Rental fee includes the availability of (140) folding chairs, (12) round tables, and (10) 8 ft tables. The loft is to be closed at midnight. (Rental space is for the loft only). The load limit capacity per rental is **150** people maximum—Set by State Fire Marshall guidelines).

RENTER NAME: _____

(must be 21 yrs of age) - DL # _____ DOB: _____

Renter's Address: _____

Contact Phone: _____ **Alternate Phone** _____

Contact Name: _____ **email:** _____

Purpose of Rental or Event: _____

OFFICIAL GUIDELINES AND RULES OF RENTAL AGREEMENT:

- No beer, alcohol, or drugs permitted on premises
- No Smoking in or around premises
- No removal of existing pictures and/or fixtures
- No running, jumping, or stomping in Loft is allowed
- All decorations must be fire retardant
- **Open flames on the premises is strictly prohibited**
- Battery operated or electrical candles permitted
- The Round Barn will remain open for public viewing 10am –5pm—Decorations left unattended are at your own risk (See *Rental Agreement Addendum*)
- The Arcadia Historical and Preservation Society, Inc. and/or its members are not responsible for any accidents or harm that may occur to renters while on property or easements owned by Arcadia Historical Society
- The Arcadia Historical and Preservation Society, Inc. is not responsible for any damage or theft of personal property/items left on the premises after the event
- Any damage done to the property by renter's guests during period of rental are the responsibility of the renting party (See *Liability Assumption*)
- **PARKING:** Stay off residential area (See information sheet)
- **CLEANUP:** Return facility in condition found (pickup trash and empty in dumpster, return tables and chairs to storage area)
- **DEPARTURE:** Turn off lights, heating unit, and lock doors upstairs and main bathroom door.

Amount of deposit paid: \$ _____
Cash _____ Check _____
Balance Paid: _____

PAYMENT:

- Deposit of \$100, and receipt of signed Rental Agreement, Addendum, Liability Assumption, and Event Form are required to reserve your event date. Renter understands that Owner may, without reason, refuse to accept the Rental Agreement and will immediately refund the \$100 deposit.
- **Balance** must be received within 14 (fourteen) days of rental event date or reservation will be cancelled

THIS IS YOUR AGREEMENT AND GUIDELINES—(MAKE A COPY)

(Signature)

(Date)

Make **checks payable** to Arcadia Historical Society
P.O. Box 134, Arcadia, OK 73007
For More Information - EMAIL Andrea Moon -rentals@arcadiaroundbarn.com
(405) 396-0824