

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
- All decorations must be fire retardant
- No removal of existing pictures and/or fixtures
- **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
- **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 - Contact Vi Davis (396-0824)
(405) 396-0824 Fax: 396-0825

ROMANCE PACKAGE (optional for weddings) - Additional \$100 Complete Brick Order form—download from website (arcadiaroundbam.com)

ORNAMENT IN THE NAME OF: _____