



RENTAL POLICIES FOR THE GHS OLD ACADEMY BUILDING

as adopted by the Granville Historical Society (GHS)

The GHS Old Academy Building, located at 103 East Elm Street, is available for use by organizations, businesses or groups for meetings or special events. This building was originally constructed in 1833 and has been modified at various times since then. One bathroom was built in the basement in the mid 1900s and new heating and air conditioning were more recently added. This space is best suited for lectures, meetings or casual gatherings.

1. Seating arrangements are flexible as needed for the event. Folding metal chairs and wood church pews are available for the renter.
2. **Occupancy shall not exceed 50 people.**
3. One bathroom is available for use and is located in the basement. There is one toilet and one sink (cold water only). The bathroom is not handicap accessible.
4. There is no water access on the main floor.
5. **No smoking is permitted inside the building as well as anywhere on the property of the GHS Old Academy Building.**
6. **No open flames are allowed.**
7. A GHS volunteer must be on-site beginning 30 minutes before the event and continuing throughout the event and clean-up.

FOOD SERVICE POLICIES

1. Food and beverage are permitted in this space.
2. No cooking is permitted inside the building. All food must be prepared at an off-site location. This space is best suited for box or bag lunches or cold food trays.
3. No open flames nor commercial food heaters are permitted.
4. No alcohol is permitted.
5. **No food or beverages are permitted on exhibit cabinets.**
6. Should the renter wish to cater its event, discussion shall take place with the GHS Event Coordinator and permission granted prior to the agreement. (See policies for caterers.)

CLEAN-UP POLICIES

1. Renter is responsible for cleanup. All trash resulting from the event is the responsibility of the renter to bag and remove from the premises. All unused food and tableware will be removed by the renter (or caterer as approved).
2. A broom, dustpan and trash containers with trash bags are available on-site.

SECURITY POLICIES

1. Anyone attending an event at the GHS Old Academy Building is responsible for his or her own personal safety and security.
2. The Granville Historical Society is not responsible for scheduling security.
3. The Granville Historical Society is not responsible for lost or stolen items.



GRANVILLE HISTORICAL SOCIETY VOLUNTEERS

1. The responsibilities of the Granville Historical Society Volunteers include:
 - a. Open the GHS Old Academy Building.
 - b. Oversee the set-up and tear-down of GHS equipment.
 - c. Monitor the safety and security of the Museum collection.
 - d. Ensure compliance with all rental policies by renter and attendees.
 - e. Close the GHS Old Academy Building at the conclusion of the event.
2. The Granville Historical Society Volunteers are not responsible for the following:
 - a. Set-up and tear-down of GHS equipment unless prearranged and included in the signed agreement.
 - b. Set-up and tear-down of Renter-provided equipment.
 - c. Serving food and beverages.
 - d. Final clean-up.

RENTAL RATES

1. The rental of the Old Academy Building is \$75.00. A \$50.00 deposit is required at the time of signing this agreement. The balance of the fee shall be paid to the GHS the day of the event.
2. Set-up and tear-down of GHS seating and tables by GHS Volunteers is an additional \$50.00 and is payable when submitting the signed agreement.
3. A minimum of 24 hours notification of cancellation is required and a full refund will be made. The deposit will not be returned if cancellation is made in less than 24 hours prior to the event.

DISCLAIMERS

1. Granville Historical Society reserves the right to *not* rent its facilities.
2. Granville Historical Society shall *not* be held responsible for any personal loss.

Contact Janet Procida at jpprocida@gmail.com to discuss a rental date.



POLICIES FOR CATERERS

1. Licensed and insured caterers may be used for the planned event.
2. All food must be prepared at the catering facility. No cooking is permitted at the GHS Old Academy Building.
3. Caterers may *not* arrive earlier than the time indicated on the agreement.
4. Caterers are responsible for providing all food, beverages, table service, glassware, serving utensils, food equipment and servers.
5. When large containers for ice are required, caterers must provide waterproof, sanitary containers and liners.
6. **No open flame or commercial heating units are allowed.**
7. No drop-off catering is allowed unless approved by the GHS Event Coordinator prior to the signing of the agreement.
8. Caterers are responsible for removing all trash from the premises resulting from their services. Caterers will provide their own trash bags.
9. Caterers will remove all unused food, beverage and table service from the premises.
10. Caterers must remove everything they bring onto the premises immediately after the event.
11. No ice or other items are permitted to be dumped on the grounds around the facility.
12. Caterers must clean-up space using their own cleaning supplies. A broom and dustpan are available on-site.



RENTAL AGREEMENT FOR THE GHS OLD ACADEMY BUILDING

Name or Organization or Group: _____

Date Requested for Event: _____

Time for Event: Start: _____ End: _____

Type of Event Planned: _____

Contact Person: _____

Contact Phone Number: _____

Contact Email Address: _____

- Set-up and tear-down by renter (No fee)
- Set-up and tear-down of GHS chairs and tables by GHS Volunteers (\$50.00 fee, payable at signing of agreement)
- Serving or partaking of food and beverage will be part of the event (either catered or brought by attendees).
- Licensed and insured caterer will be providing food, beverage, table service and clean-up for the event.

Name and phone # of caterer: _____

Time required for set-up: _____

- Request drop-off of catered food and beverage (approval required).

I have read these procedures and agree to abide by these rules.

Signature: _____ Date: _____

GHS Event Coordinator Signature of Approval: _____ Date: _____

Additional comments by GHS Event Coordinator: