



RENTAL POLICIES FOR THE ROBINSON RESEARCH CENTER MEETING ROOM

as adopted by the Granville Historical Society (GHS)

The GHS Meeting Room in the Robinson Research Center, located at 115 East Broadway (accessible from the alley), is available for use by organizations, businesses or groups. The room is best suited for lectures, meetings, showing movies or casual gatherings. This space is part of the Granville Historical Society Museum and therefore includes certain restrictions as outlined in the policies. If the renting group is interested in a private tour of the museum as part of their function, see the policies for Museum Tours, date restrictions and tour fee rates.

GENERAL INFORMATION

1. Approximately 60 stacking chairs are available for use by renter. Seating arrangements can be flexible as needed for the event.
2. Three folding tables, 24" x 72", are available for use by renter.
3. **Occupancy will not exceed a total of 75 people.**
4. Audio/visual equipment including wide format screen, projector and DVD player are available for use by renter with prior approval by GHS Event Coordinator.
5. A small kitchenette, adjacent to this meeting room, is available for use by renter for water access and small counter for setup.
6. **No smoking is permitted inside the building as well as anywhere on the property of the Granville Historical Society.**
7. A GHS volunteer must be on-site when set-up for the event commences (but not less than 30 minutes prior to the event) and continuing throughout the event and clean-up.

FOOD SERVICE POLICIES

1. Food and non-alcoholic beverage are permitted in this meeting room only.
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 is 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 vacuum cleaner is available on-site.

SECURITY POLICIES

1. Anyone attending an event at the Granville Historical Society 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 Robinson Research Center.
 - 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 Robinson Research Center 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.

DATE AND TIME RESTRICTIONS

Date and time restrictions shall be in effect during open hours of the museum from May to October. The Robinson Research Center shall not be rented during the museum open hours or if other events are scheduled for that room. Interested parties can verify museum open hours on the Granville Historical Society website and may call or email to confirm availability of the space.

RENTAL RATES

1. The rental of the Meeting Room in the Robinson Research Center is \$100.00. A \$50.00 deposit shall be made 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 shall be an additional \$50.00 and shall be 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 Granville Historical Society.
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. **Do Not** use the outdoor trash receptacle of the Granville Historical Society.
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 vacuum cleaner will be available on-site.



RENTAL AGREEMENT FOR THE MEETING ROOM OF THE ROBINSON RESEARCH CENTER AT THE GRANVILLE HISTORICAL SOCIETY

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).
- Request a tour of the museum (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: