

MORLEY ROOM RENTAL POLICY

Morley Room/Castle Museum | 500 Federal Avenue | Saginaw, MI 48607

www.castlemuseum.org | 989-752-2861

HSSC Member Pricing:

Annual Memberships take \$25 off the general pricing

Family good for 3 rentals per year, Individual good for 1 rental per year

Sustainer memberships take \$50 off the general pricing (Good for 3 rentals per year)

GENERAL PRICING:

During Business Hours		After Hours 4:30 p.m. – 9 p.m.	
Friday, Saturday	\$275.00	Friday - Sunday	\$400.00
Sunday (1 – 4:30 p.m.)	\$200.00	M – Thurs.	\$300.00
M – Thurs.	\$150.00		
<i>Nonprofit</i>	\$50.00	<i>Nonprofit</i>	\$100.00

Total charge is general pricing plus any fees for add on equipment. **Non-refundable deposit** of half of the rental fee required at time of booking. Balance due at least 14 days prior to the event.

In addition to the rental fee, a **\$100 damage deposit check** is required to cover any damage done and to cover costs incurred by the Historical Society of Saginaw County. It will be held until after the event is completed and returned to you, or shredded, upon inspection of the room.

CANCELLATION:

Renter may cancel at any time up to 30 days prior to the event.

Rental deposit will not be returned.

INSURANCE:

Certificate of insurance is required for general liability for business rentals. Their insurance agent will issue the renter a one-day certificate. For personal rentals, proof of homeowners' or renters' insurance is needed. HSSC must receive certificate or proof at least 30 days prior to the day of the event.

FACILITY SET UP:

Tables and chairs will be provided. Renter is responsible for the set up and take down.

RESTRICTIONS:

Non-smoking facility. Smoking is allowed outside the building only. Everyone must be out of the building with clean up completed no later than time listed on agreement. No candles or smoke machines allowed. (Fire alarm set off as a result of candles or smoke/fog/dry ice machines will result in a fire department fee of but not limited to \$350.00 that will be passed on to the lessee. No sequins or glitter.

ALCOHOL:	Permitted, however a cash bar is not allowed.
INCLUDED:	Tables & chairs, air conditioning, parking.
NOT INCLUDED:	Setup, cleanup, table linens, silverware
CLEAN UP:	Please see the 'check out sheet'
OTHER:	<p>Maximum 92 people</p> <p>5 (6 ft. tables) 10 (8ft. tables) 12 round tables</p> <p><i>Suggested table set-up</i></p> <ul style="list-style-type: none"> - Round table seating 56 people: 8 round tables (7 comfortably to each table) - Banquet style seating max 80 people: (10) 8-foot tables with 8 chairs to each table. - Classroom style
MISCELLANEOUS:	Lectern with microphone. Television display with computer access.

To rent the Morley Room, please fill out a 'Morley Room Rental Worksheet' and return it to the HSSC. From that worksheet, a rental agreement will be generated.