



HISTORIC MADISON, INC.

500 West Street · Madison, Indiana · 47250

812-265-2967 · www.historicmadisoninc.com · hmi@historicmadisoninc.com

RENTAL AGREEMENT for: _____ Location: _____

(Building(s) available for rent: Windle Auditorium, St. Michael the Archangel, Sullivan Porch and Garden)

EVENT _____ DATE(S) of Event _____

Time of Event _____

Name _____ If Organization, Responsible Person	RENTAL FEE PER EVENT \$ _____	<table border="1"> <tr><td>Windle Auditorium- \$200</td></tr> <tr><td>St. Michael- \$300</td></tr> <tr><td>Sullivan Porch and Garden- \$150</td></tr> </table>	Windle Auditorium- \$200	St. Michael- \$300	Sullivan Porch and Garden- \$150
Windle Auditorium- \$200					
St. Michael- \$300					
Sullivan Porch and Garden- \$150					
Street _____	Refundable Deposit (Same as Fee) (Payable in advance)				
City _____	Deposit returned within 2 weeks				
State & Zip _____	Total: _____				
Phone # _____					
Email: _____					

Terms of agreement:

- Renter is responsible for all **clean up** the day of the event.
- Renter is not allowed to move or hang or attach devices to any artifacts, paintings, displays, etc that are owned by Historic Madison, Inc., without prior approval.
- Renter is responsible for all **damage** to the Historic Madison, Inc.'s property, including the building, displays, artifacts, equipment, etc; including theft or damage due to not locking doors.
- Historic Madison, Inc. does not provide any materials or labor for your event beyond those items currently available at each location.
- Your event should not interfere with the operation of Historic Madison, Inc. or other events scheduled by Historic Madison, Inc.
- The renter shall defend and hold harmless Historic Madison, Inc. and its agents or representatives, and defend the same for all claims for injury or damages to persons or property arising from the performance and execution of this agreement.
- All advertising and media information for public events must carry the by-line "**A property of Historic Madison, Inc.**"
- Regulations of the **state fire marshal** must be met.
- Renter must have prior approval for the use of vertical or horizontal **constructed devices**, i.e. sets, platforms, dividers, extra lighting etc. (Each rental agreement)
- Key** must be returned the day following the event or on Monday for weekend events.
- All aisles must remain unobstructed at all times.
- Renter will show **proof of insurance** to an event to which the public is invited.

I have read and understand the terms of this agreement and thereby accept the terms and attest to them with my signature.

Renter _____

Approved this _____ day of _____, 2019

Representative of Historic Madison, Inc. _____