

Central Ohio Fire Museum & Learning Center

260 N. Fourth St., Columbus, OH 43215 * 614.464.4099 *

Contact Sue 614.464.4004

EVENT RESERVATION CONTRACT

TODAY'S DATE _____ EVENT DATE _____ DAY _____ UNIT _____

ORGANIZATION NAME _____

CONTACT PERSON _____

PHONE _____ FAX _____

ADDRESS _____

CITY/STATE _____

FUNCTION TYPE: _____ # OF GUESTS _____ AGE _____

ALCOHOL? Yes _____ No _____ (Alcohol may not be sold or taken off of the premises)

MEAL _____ **MEETING** _____ **Number of guests** _____

CATERER? _____ CONTACT# _____

SET UP TIME _____ START TIME _____ ENDING TIME _____

OF GUEST TABLES: ROUND _____ LONG _____ CHAIRS PER TABLE _____

OF SERVING TABLES: FRONT _____ REAR _____

MEETING SET UP CONFIGURATION _____ # CHAIRS _____

RENTER WILL NEED: Coffee Urn _____ Ice Chest _____

Special instructions: _____

Staff members working event: _____

FM contacts with renter: ((date/time)) _____

FIRE MUSEUM FEES

(Rate is for 4 hours)

Standard fee: \$400 (each additional hour \$75) = _____

Member fee: \$300 (each additional hour \$75) = _____

SUB-TOTAL* \$ _____

Above fee includes set up of agreed upon number of chairs and tables, sufficient trash cans, use of a 12-42 cup coffee urn and/or stainless steel ice chest, and a minimum of one on-site staff member.

Renter/caterer must contact the fire museum a minimum of 48 hours prior to event to coordinate facility tour, setup and arrival time. Renter/caterer is responsible for cleaning trash from tables and rental areas and placement in provided dumpster.

On-premises parking is limited. A pay lot is located next door or street parking is free after 10 p.m. Monday-Saturday and is free on Sunday.

Rental fee does not include: table coverings, plates, cutlery or napkins, coffee, cups, stirrers, sugar, creamer or ice. (Ice chest holds 4 small or 2 large bags of ice)

ADDITIONAL FEES

Convenience Package: All above items provided for an additional fee of \$75.00 _____

Audio/visual Equipment: Screen or TV \$50.00 _____

Fire Museum Annual Membership Fee \$52.00 _____

* Add room rental fee from above + _____

TOTAL payable to **Central Ohio Fire Museum** \$ _____

A deposit of 50% of the total contract fee is required at contract signing. The remaining 50% is due in full 30 days prior to the event. Cancellation 30 days prior to the event will receive a full refund. A cancellation less than 30 days prior to the event will be charged 50% of the facility rental fee.

Cash_____ Check_____ Visa_____ MasterCard_____

Card # _____ Expiration Date _____

50% deposit of \$ _____ paid on this date. 50% final payment made on _____

It is your responsibility to comply with all applicable laws, ordinances and regulations during your use of the Central Ohio Fire Museum. The Central Ohio Fire Museum contains many valuable historical artifacts that are irreplaceable. You are responsible for any damage to the Central Ohio Fire Museum that is caused as a direct result of your event. You shall indemnify and hold the Central Ohio Fire Museum harmless from any damages, liability, claims of expenses sustained or incurred during your function or as a result thereof. The Central Ohio Fire Museum is not responsible for any lost or stolen property, or articles left behind on or off the premises. Parking limitations have been explained and are understood by patron.

By: _____ Patron: _____ Date: _____
Central Ohio Fire Museum Rev: 1/15