

Old Davie School Historical Museum  
6650 Griffin Road • Davie, FL 33314  
954-797-1044 • 954-797-1047 fax

## RENTAL POLICY

EXHIBIT A - Approved by ODSHM on April 6, 2016

**HOW TO SCHEDULE EVENTS:** To secure a rental date, sign the contract and return it to the Museum along with a 50% **nonrefundable** payment which will then be applied toward the total rental cost. A reservation is held only upon receipt of the signed contract **AND** payment. The balance of your rental cost, certificates of insurance, a refundable security/damage deposit and other applicable paperwork are due no later than 30 days prior to the event.

**HOURS OF EVENTS:** Every effort will be made to accommodate the user's request. **Premises must be vacated by 12 midnight.** Regardless of any circumstances, the Lessee shall be charged by the hour if the rental space is not vacated at the end of the lease agreement, unless otherwise approved prior to the event. This additional charge will be deducted from the security/damage deposit.

**RENTAL CAPACITY:** Capacity is 200 people for the Auditorium and 150 people for the Cafeteria meeting rooms. Room capacities must be strictly enforced, due to fire regulations.

**ROOM LIMITATIONS:** THIS IS A HISTORIC BUILDING THAT CAN NOT BE REPLACED. The Lessee shall not do, or permit to be done, upon said premises anything that will tend to injure, mar, or, in any manner, deface the Museum, and **will not** make any alterations of any kind to the building or plaques as well as affixing posters, flip charts, etc. to any wall in the Museum auditorium. **Confetti, glitter, live plants, fog machines, candles, matches or flames of any kind are NOT PERMITTED.** Sterno is acceptable. Rice (for throwing outside) and loose artificial flower petals are not allowed, however you may use bird seed or bubbles outside.

**Absolutely no nails, staples, tacks, tape or glue are to be used in any room, including the outdoor Chickee Hut and Amphitheater.** Hooks are provided for your décor needs in the Museum Auditorium, Amphitheater and the Chickee Hut.

**SET-UP/CLEAN-UP:** Set-up and breakdown for your event must be done within the specified hours of your rental. Additional time needed must be pre-approved by the staff. Any personal items left become the property of the Davie School Foundation.

**CATERERS:** Only fully licensed, insured caterers may be used. All caterers must have a Certificate of Insurance evidencing they have public liability coverage in an amount of or equal to \$1,000,000 per occurrence. It will be the responsibility of the Lessee to insure that Museum policies and procedures are clear to their chosen caterer. All infractions and the result of those infractions will be the sole responsibility of the Lessee and lessee will forfeit their security deposit. Cooking is NOT permitted inside the Museum. Caterers will have access to the kitchen area and the refrigerator. An outside area may be requested by the caterer, for cooking.

**USE OF ALTERNATE FURNITURE/EQUIPMENT:** Tables/chairs are provided with your rental. Furniture/equipment from outside vendors is not permitted without approval from ODSHM. An Alternate Furniture/Equipment Form must be submitted no later than 30 days prior to the event along with a \$200 administrative fee. Do not enter into a contract with a vendor until you have approval from ODSHM. **Delivery of any rental items required for the event shall be scheduled for the day of the event, and pickup of the items shall be scheduled within the hour immediately following the event. Late pickups result in a forfeiture of your security deposit.** At no time will the condition of rental properties be the responsibility of the Davie School Foundation, Inc. or its staff.

**SMOKING:** Smoking is NOT PERMITTED inside or near the museum entrances, on the elevator landing or under the Chickee Hut.

**ALCOHOLIC BEVERAGES:** If alcoholic beverages are to be served at the event, the Lessee shall obtain or make certain the subcontractors have in their possession appropriate State of Florida licenses/permits to dispense alcoholic beverages. The Lessee will assume responsibility for any and all guests' intoxication and subsequent actions. We do not allow KEGS for any reason.

**DISORDERLY BEHAVIOR:** The museum staff person in charge of the event will call the DAVIE POLICE in the event of disorderly or abusive behavior or damage to personal or museum property.

**OPTIONAL MUSEUM TOURS:** Rental of the auditorium does not include access to the Museum. However, viewing of the Museum exhibits may be arranged during the event at a cost of \$100.00 per hour. A two (2) week minimum notice for this option is required. Food and beverages are NOT PERMITTED in Museum Exhibit Rooms at any time.

**INSPECTION OF FACILITIES:** Within 48 hours of the event, a walk through will be conducted by the Museum Staff. The final walk-through will determine if additional cleaning or repairs are needed. If the facilities do not require additional cleaning or repairs the full security/damage deposit will be refunded within two weeks of the event. If additional cleaning or damage is found, you forfeit the entire deposit.

**WEATHER CONDITIONS:** The Museum will not be held responsible for unfavorable weather conditions. It is up to the Lessee to take all the necessary precautions against poor weather. For example, the outdoor area may be tented at the Lessee's expense. No refunds or rental credits will be given due to unfavorable weather conditions.

**PRESS COVERAGE AND PRINTED MATERIALS:** Any press coverage and all printed materials regarding the event, location, time etc. must be approved in advance by the staff. The Museum reserves the right to place inserts in printed material (programs, handouts) given to guests attending an event during a facility rental. The Museum reserves the right to place advertisements on site as well as the right to use photos and printed material from Lessee's function in Museum literature at any time.

**RENTAL INSURANCE:** Lessee is required to furnish the Foundation a fully pre-paid policy 14 days prior to the date of the event with general liability insurance in the amount of \$1,000,000, or as otherwise required by the Davie School Foundation, Inc. for third party lawsuits and claims for bodily injury and property damage. Lessee shall furnish a certificate of insurance evidencing such coverage and shall name the Davie School Foundation, Inc. and the Town of Davie as additional insured thereon.

**ACCEPTABLE FORMS OF PAYMENT:** Cash, checks, Visa, MC, AMEX are accepted. Cash, check or Credit Card pre-authorization must be used for the security/damage deposit. Checks are to be made payable to: Davie School Foundation, Inc..

**USE OF FACILITIES:** The museum is governed by the Board of Trustees which approves the rental policy, rates and use of facilities. All events must be in keeping with the Museum's purpose and image and are subject to approval of the Museum staff and/or the Board of Trustees.

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Event Date \_\_\_\_\_ Location \_\_\_\_\_

**LESSEE:**  
*I have read and agree to this rental policy.*

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_