

The Amherst Historical Society

GRANGE and/or CHURCH RENTAL APPLICATION

Directions:

- **Check Payable to: Amherst Historical Society**

- **Please fill out and return form & check to:**

Amherst Historical Society
Attn: Rental
113 S. Lake Street
Amherst, OH 44001

1. Name of person responsible for party/event: _____
2. Phone No: _____
3. Date of party/event: _____ Set-up Time: _____
4. Type of event: _____
5. Event Start Time: _____ Event End Time: _____
6. Wedding Rehearsal (For Chapel Rental only): Date: _____ Time: _____

Grange & Church Rental _____
Church Rental _____
Grange Rental _____
Security Deposit _____
Membership _____

Total _____

| |
|-------------------|
| Office Use |
| Check # _____ |
| Date Rec'd _____ |
| Security Refunded |
| Check # _____ |
| Date Paid _____ |

Signature(s): _____

Print name (s): _____

Address: _____

City, State, Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Please initial that you have read

and understand the Rental Policy: _____

Accepted for The Amherst Historical Society by: _____

The Amherst Historical Society

RENTAL POLICY FOR GRANGE/AHS HALL:

(Keep this form for your information)

1. When not being used by the Hickory Tree Grange or the Amherst Historical Society (AHS), the hall is rented to the public on a first come, first served basis.
2. In this policy, “*we*” refers to the Grange and Amherst Historical Society (AHS). “*You*” refers to the person or group renting the hall.
3. We require payment in full to rent the facility (see fee schedule) when you schedule your function. It is *refundable* if notice of cancellation is given at least **30 days** prior to the event.
4. The rental fee and security deposit must be *paid in full at the time application is submitted for reservation*. The security deposit will be refunded to you if there is no damage or cleaning that must be done by AHS.
5. Use of the hall includes *only* use of the Grange/AHS building, immediate surrounding lot, adequate area for parking, and use of the kitchen and coffee urns for warming and serving food and clean-up. It does *not include* use of the kitchen for cooking, use of dishes, flatware, or utensils, fields, barns, or St. George Chapel unless stated in the agreement.
6. You are responsible for the behavior of all persons in attendance at your event, invited or not.
7. You are liable for any damages to buildings and property during your rental period or any time involved setting up for your event by you.
8. Smoking is not permitted in any building or on grounds.
9. Alcoholic beverages and/or controlled substance use is not permitted on this property.
10. You are responsible for the general clean up of the facility rented and clean up of the kitchen area. *You must remove your own trash, placing it in the containers available.*
11. You *may not attach any decorations* to walls or ceilings or remove any item in place at time of setup on rental function.
12. Failure to comply with all rules in this policy may result in cancellation of your function, forfeiture of all fees, restitution for damages and/or pressing of criminal charges.
13. Please make note of date and time for which the event is scheduled.

FOR YOUR INFORMATION:

Date & time of event _____ Date Paid _____ Check # & Amount Paid _____

The Amherst Historical Society

Rental Fees for Grange Hall and St. George Chapel

Grange Hall

(10 – 8’ tables and 100 chairs
Seats 60-90 people depending on seating arrangement)

\$175.00/event

St. George Chapel & Grange Hall – wedding & reception

(St. George Chapel has 12 pews & 8 oak chairs and seats approx. 50 people)
Both must be rented for same function.

\$250.00/event

St. George Chapel – wedding only

(St. George Chapel has 12 pews & 8 oak chairs and seats approx. 50 people)

\$125.00/event

Security & Cleaning Deposit

This deposit is refunded if the rental is cancelled 30 days prior to scheduled use or if the facility rented is left clean and damage free.

\$100.00/event

Membership

You must be a member to rent any of the facilities.

\$25.00

- Access to the hall for early set-up must be arranged and depends upon availability and is subject to AHS-SMC staff assistance and availability.
 - Special rates may be given to non-profit groups within the areas serviced by the Amherst Historical Society (AHS) and Hickory Tree Grange for occasional use functions.
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EMERGENCY CONTACT NUMBERS

- ❖ Amherst Police Department
 - Non-emergency 988-4421
- ❖ Amherst Fire Department 988-4421
- ❖ Amherst Historical Society Office 988-7255
(Office is closed on Saturday & Sunday)
- ❖ Ed (Red) Branscum 988-8608
- ❖ Terry Traster 320-6776
- ❖ John Dietrich 242-8427
 - President of Amherst Historical Society
- ❖ Hickory Tree Grange 988-7306

**FOR EMERGENCY ASSISTANCE
DIAL 911**