



# MORLEY ROOM RENTAL WORKSHEET

## CONTACT INFORMATION:

FULL NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CURRENT MEMBER? \_\_\_\_\_

## EVENT INFORMATION:

DATE & TIME REQUESTED \_\_\_\_\_

EVENT NAME \_\_\_\_\_

EVENT TYPE \_\_\_\_\_

# OF GUESTS EXPECTED \_\_\_\_\_

ALCOHOL SERVED? \_\_\_\_\_

# OF TABLES \_\_\_\_\_

# OF CHAIRS \_\_\_\_\_

LAYOUT \_\_\_\_\_

## EXTRAS: (CHECK ALL THAT APPLY)

COFFEE URN

PROJECTOR & SCREEN

PODIUM/WIRELESS MIC

TELEVISION DISPLAY

ANY SPECIAL INSTRUCTIONS OR QUESTIONS? \_\_\_\_\_

\_\_\_\_\_



# MORLEY ROOM RENTAL WORKSHEET

I, \_\_\_\_\_ agree to pay \_\_\_\_\_ on or before \_\_\_\_\_ for the rental of the Morley Room at the Castle Museum of Saginaw County History. I have read and agree to the rental agreement terms and conditions and will get any required funds, documents, or extra information that is asked of me in this document on or before the date specified in this document. I have the right to cancel my event up to 14 days before \_\_\_\_\_ to receive a refund of my deposit. If not, I understand that it is non-refundable.

**PRINTED NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STAFF SIGN OFF:** \_\_\_\_\_

## OFFICE USE ONLY

**DEPOSIT PAID DATE:**

**BALANCE DUE:**

**DEPOSIT AMOUNT:**

**BALANCE DUE DATE:**

**METHOD OF PAYMENT:**

**BALANCE PAID DATE:**

**METHOD OF PAYMENT:**

**PAID IN FULL:**

# MORLEY ROOM RENTAL POLICY

## DURING BUSINESS HOURS - UNLIMITED TIME

MONDAY - THURSDAY: \$150  
FRIDAY & SATURDAY: \$275  
SUNDAY: \$200

*NONPROFIT PRICING FOR  
ANY DAY: \$50*

## AFTER HOURS - UNTIL 10 PM

THE SAME AS REGULAR PRICING  
BUT AN EXTRA \$100 FOR EVENTS UP  
TO 4 HOURS AND ANOTHER \$25 PER  
HOUR AFTER THAT FOR SECURITY

HSSC GENERAL MEMBERS RECEIVE \$25 OFF,  
AND SUSTAINER MEMBERS RECEIVE \$50 OFF,  
GOOD FOR UP TO 3 RENTALS PER YEAR.

THE **TOTAL CHARGE** WILL INCLUDE GENERAL PRICING PLUS ANY FEES FOR ADD-ON EQUIPMENT AND WILL BE PRESENTED TO THE RENTER UPON PROVIDING A COMPLETELY FILLED-OUT RENTAL WORKSHEET.

A **DEPOSIT** OF HALF THE TOTAL CHARGE WILL BE DUE UPON BOOKING AND THE BALANCE WILL BE DUE ON THE DAY OF THE EVENT UNLESS OTHERWISE STATED. THE RENTER MAY CANCEL UP TO 14 DAYS BEFORE THE DATE OF THE EVENT AND STILL RECEIVE THE DEPOSIT BACK. AFTER THAT IT IS **NON-REFUNDABLE**.

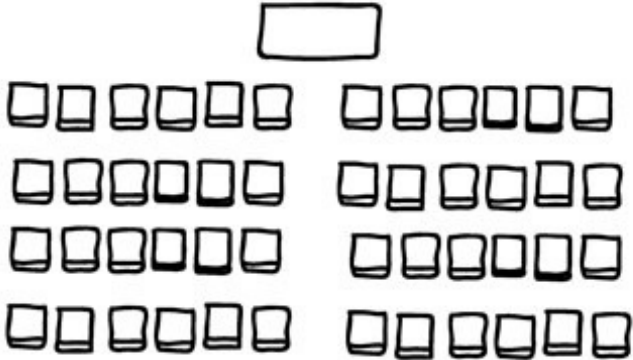
IN ADDITION TO THE RENTAL FEE, **A SEPARATE \$100 DAMAGE DEPOSIT CHECK** IS REQUIRED AT THE TIME OF THE EVENT TO COVER ANY POSSIBLE DAMAGE DONE DURING THE TIME THE RENTER IS IN THE SPACE. IT WILL BE HELD UNTIL THE EVENT HAS ENDED AND WILL BE RETURNED TO YOU UPON INSPECTION OF THE ROOM.

THE ROOM WILL BE SET UP FOR YOU THAT DAY WITH TABLES AND CHAIRS IN YOUR SELECTED LAYOUT. RENTER IS RESPONSIBLE FOR SETTING UP ANY DECOR AND TAKING IT DOWN WITHIN THE TIME THEY HAVE RENTED THE ROOM UNLESS OTHERWISE SPECIFIED AT THE TIME OF BOOKING. THIS IS A **NON-SMOKING FACILITY. EVERYONE MUST BE OUT OF THE BUILDING WITHIN 15 MINUTES OF THE TIME STATED ON THE RENTAL AGREEMENT OR OVERTIME \$150 FEE WILL BE CHARGED. ALCOHOL IS PERMITTED AT EVENTS BUT THE SALE OF ALCOHOL IS PROHIBITED.**

**NO GLITTER, SEQUINS, CANDLES, SMOKE MACHINES, DRY ICE, ETC. MAY BE USED!! IF THE FIRE ALARMS ARE SET OFF DUE TO RESTRICTED ITEMS BROUGHT BY THE RENTER OR THEIR PARTY, A FEE OF BUT NOT LIMITED TO \$350 FROM THE FIRE DEPARTMENT WILL BE THE RESPONSIBILITY OF THE RENTER. IF YOU NEED TO SECURE SOMETHING TO THE WALLS, PLEASE MAKE THAT KNOWN BEFOREHAND OR ASK A STAFF MEMBER FOR HELP. TAPE CAN PERMANENTLY DAMAGE THE HISTORIC WOODWORKING AND WALLS OF OUR MUSEUM. WHEN RENTING THE ROOM, THE CASTLE MUSEUM IS NOT LIABLE FOR ANY HARM OR INJURY TO GUESTS OR PERSONAL PROPERTY AND IT IS RECOMMENDED TO GET A ONE-DAY RENTAL INSURANCE CERTIFICATE FROM YOUR INSURANCE PROVIDER. WHEN RENTING THE MORLEY ROOM, YOU ARE RENTING THAT ROOM ONLY. YOU WILL BE ABLE TO USE RESTROOMS BUT UNLESS OTHERWISE STATED AT THE TIME OF BOOKING, THE REST OF THE MUSEUM WILL NOT BE OPEN TO EVENT GUESTS AND ALL PARTS OF THE EVENT MUST BE HELD IN THE MORLEY ROOM ONLY. IF YOU WOULD LIKE TO TAKE PHOTOS ELSEWHERE IN THE MUSEUM OR SCHEDULE A TOUR FOR YOUR GUESTS, PLEASE MENTION THIS AT THE TIME OF BOOKING.**

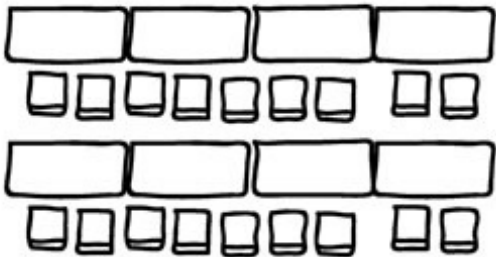
# LAYOUT OPTIONS

MAXIMUM OF 92 GUESTS

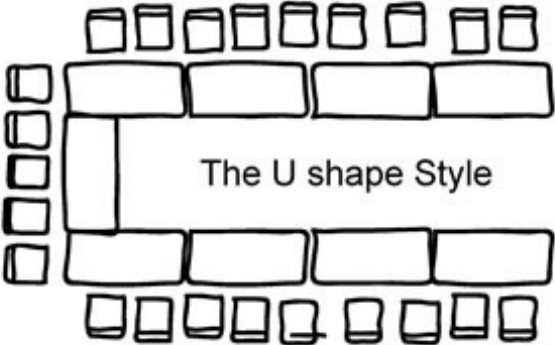


Auditorium Style

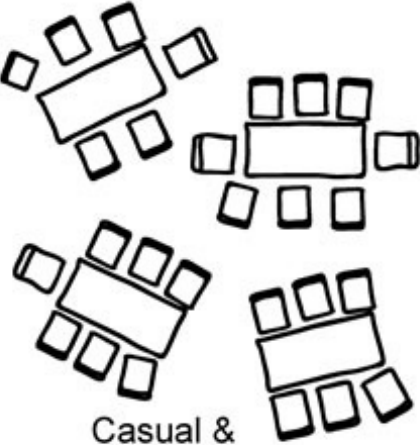
**TABLES OPTIONS:  
6 - 8 FT LONG  
OR ROUND**



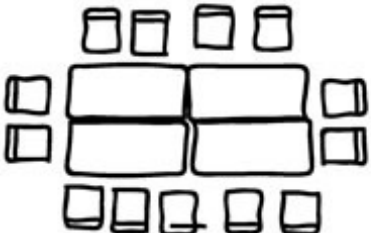
Classroom Style



The U shape Style



Casual & Party Style



Conference Style



Banquet Style



# MORLEY ROOM CHECKOUT CHECKLIST

## TRASH:

MAKE SURE ALL TRASH IS REMOVED FROM TABLES, FLOOR, KITCHEN, ETC., AND PUT INTO TRASH CANS.

TRASH BAGS ARE TIED UP IN BINS, STAFF WILL TAKE THEM TO THE DUMPSTER.

## KITCHEN:

CHECK REFRIGERATOR, FREEZER, OVEN, CABINETS, ETC. FOR ANY ITEMS YOU MAY HAVE ACCIDENTALLY LEFT BEHIND.

RINSE ANY DISHES USED AND PLACE THEM IN THE SINK.

KITCHEN IS IN THE CONDITION THAT YOU FOUND IT.

## ROOM CLEAN-UP:

PLEASE REMOVE ANY DECOR, TABLE LINENS, ETC. THAT YOU BROUGHT.

ROOM IS IN THE CONDITION THAT YOU FOUND IT, EX: STRAIGHTEN CHAIRS, TABLES, ETC.

PLEASE RETURN THIS FINISHED CHECKLIST TO A STAFF MEMBER BEFORE YOU LEAVE THE BUILDING. THEY WILL ASSESS THE ROOM AND DESTROY YOUR CHECK BY THE NEXT BUSINESS DAY. WE WILL CONTACT YOU IF THE WAY YOU LEFT THE ROOM DOES NOT COMPLY WITH OUR CHECKOUT INSTRUCTIONS.

I (PLEASE PRINT) \_\_\_\_\_ CERTIFY THAT I AM LEAVING THE ROOM CLEAN AND WITHOUT ANY DAMAGE AS OF THE CONCLUSION OF MY EVENT ON THIS DATE \_\_\_\_\_.

\_\_\_\_\_ RENTER'S SIGNATURE

\_\_\_\_\_ STAFF/SECURITY SIGNATURE AFTER INSPECTION