



Application for Rental of the Marion County Museum

423-8299

All checks payable to Marion County Museum

(Please print)

Date of Rental - Application Date -

Name of Group/Individual -

Responsible Party/Person -

Mailing Address -

City - _____ State - _____ Zip - _____

Telephone - _____

Type of Function - _____ Wedding _____

Time building will be in use - _____

Approximate number of people attending this function - _____

Will alcohol be served at this function?

Does your caterer have a business license?

Will admission be charged, or a donation of money requested by those attending?

Set up Requirements –

Extra Instructions -



Rental Fees –

Anyone can join and be a Friend of the Marion County Museum. Please ask for an application and be eligible for the discounted rates the next time you rent the Museum.

Large Events (50-150 people) – \$1,000 - Museum Friends - \$850

(Event insurance and rental of a portable toilet is required – see rules)

150+ would require a tent.

Smaller Events (up to 50 people) - \$500 (All day, no time limit) - Museum Friends - \$350

Showers/Drop-Ins - (up to 50 people) \$400 - (3 hour time limit) - Museum Friends - \$250

Civic Groups/Garden Clubs, etc. - During Museum hours - \$50, After hours - \$100

The Board of Commissioners and Director may use the Museum free of charge during the day, and for a fee of \$50 at night. These persons may not rent the Museum for others at this discount.

Marion County, City and School leaders are excluded from this fee.

If there are other events which do not fall into any of these categories, it will be at the discretion of the Director/Commissioners to decide if the event is suitable to be held in the Museum. Some events are not safe to be held in the Museum because it houses many priceless artifacts.

For any other instances not mentioned above, proper fees shall be decided at the discretion of the Director.



(For Office Use)

Application / Damage deposit - \$100

Date Received - _____ Check number - _____

Cancellation Date - _____

Fees Collected - _____

Linen Fee (if applicable) - _____

Date - _____ Amount - _____ Check No. _____

Key -

Date Distributed - _____ Date Returned - _____

(If renter fails to return the key, renter will be responsible for having the locks changed at the Museum and purchasing of new keys)

Application/Damage Deposit Returned – (If not, why)

Date - _____ Amount- _____ Check No. _____

I have read the rules of use of the Marion County Museum and agree to abide by these rules. I understand that I forfeit my Application/Damage Fee if I do not abide by these rules.

Signature of Applicant - _____ Date _____

Signature of Director - _____ Date _____



Rules for the Use of the Marion County Museum

The Marion County Museum is a lovely facility for use by the Friends of the Museum, and the general public on a rental basis. The museum features many fine antiques, rugs, and priceless artifacts and exhibits. We must see that these items are well-preserved and we ask your cooperation as a renter in helping us to this end. Please read the following policies carefully and sign. The Museum will keep a copy, and the renter will be given a signed copy.

These rules may be changed from time to time at the discretion of the Marion County Museum's Commissioners.

In all cases there will be an application/damage deposit of \$100.00. The date for the use of the Marion County Museum will not be locked in until the deposit is received.

The deposit shall be made for the purpose of covering any damage which may occur. There will be a \$50 fee for cleaning fee. The deposit and fee will be kept if the event scheduled is not canceled at least 2 weeks in advance.

After the event, the building will be inspected. If no damage has been caused, if the building has been left clean, if the lights, heat/air has been properly turned up/down, if the building has been locked, and the alarm has been turned on, and the key returned – then the deposit will be refunded.

The renter will sign the Rental Contract and also sign that they have read the rules and directions for the use of the building.

1. There will be **NO SMOKING** anywhere. This includes anywhere inside, on the porches of the building, or the property of the Museum. If cigarette butts are found after an event on/near the building, the deposit will be forfeited. The renter is responsible for enforcing this rule.
2. The renter will be responsible for paying for dry-cleaning of any linens – table-toppers or napkins) at the current charge of Main Street Cleaners. Currently toppers are \$10, and napkins are \$1 each. Please leave all linens at the Museum, and do Not take off undershirts from off of the tables.
3. All trash must be removed after the event, and the Museum left clean. The trash may be taken to the container beside the Council on Aging, just behind the Museum.
4. If chairs are used, they must be returned to storage.
5. If dishes, glassware, and flatware are used, the renter is responsible for cleaning, restocking and replacing any lost or broken items.
6. Dancing is not allowed in the building. A dance floor can be placed under the tent.
7. The Director will meet with the renter and caterer if needed, to review policies and to decide on table placements, and other needs.
8. If a tent is rented for extra room, it will be put to the left of the Museum, towards Godbold Street. There are electrical outlets on that side for DJ.'s/ or Bands.
9. The air/heat must be left at the correct temperature, so the air/heat units don't run unnecessarily after the event. (80 degrees when the air is running, and 70 degrees when the heat is running).
10. All lights must be turned off following the event.
11. If you have a larger party/wedding over 50 people, Event Insurance will be necessary. If you



serve alcohol you will have to have Event Insurance, no matter what size the event is. You must show the Director proof of this purchase before the Event. This policy should be for 1 million dollars, and the approximate cost is \$300.

- 12. If you are planning to sell alcohol during your event, you will need a separate liquor license/insurance for the event. This will also cost approximately \$300. This is unnecessary if you are only serving alcohol.
- 13. If you have an event for over 50 people, you will need to rent a portable toilet. More than 50 people will put a strain on the plumbing system at the Museum
- 14. Caterers are required to have a City Business license.
- 15. No food/drinks are to be taken to the 2nd floor.
- 16. The light in the bathroom hallway must be turned on for the women's bathroom light to work.
- 17. The air conditioner in the kitchen may be plugged in to turn on, and then unplugged when finished.
- 18. Museum will need to be cleaned up prior to the following business day. (For Saturday events, you will have until Monday at 5pm to clean up.)

**Checks should be made to – Marion County Museum
Applications should be mailed to Post Office Box 220, Marion, SC 29571**

I have read and understand the rules and directions for use of the Marion County Museum.

Renter - _____ Date _____

Director - _____ Date _____

**For any questions, please call 423-8299
Office Hours – Tues. - Friday, 9-12, 1-5.**



Release and Waiver of Liability for the Use of Marion County Property

In consideration of the use of Marion County (the "County") property for an event, I recognize and acknowledge that there may be certain risks of personal injury and property loss arising from the event, and I agree to assume the full risk of any injuries, including death, loss or damage of property from conducting the event. I agree to waive and relinquish all claims I may have as a result of hosting the event. I agree and covenant to indemnify, defend, and save harmless the County and those persons who were, now are, or shall be duly elected or appointed officials or members or employees thereof, of the County, against and from any loss, damage, costs, charge, expense, liability claims, demand or judgement of whatsoever kind or nature whether to persons or property, arising wholly or partially out of any acts, action, neglect, omission, or default, on the part of the event participants or Marion County. In case of suit or cause of action shall be brought against the County on the account any act, action, neglect, omission, or default on the part of the event organizers or participants, I hereby agree and covenant to appear and assume the defense thereof and to pay any and all costs, charges, attorney fees and other expenses, and any and all judgements that may be incurred or obtained against the County. In the event the County is required to institute legal action and or participate in legal action to enforce this indemnification and hold harmless clause, I agree to immediately notify Marion County in writing of any claim or suit against the County to which this paragraph applies. This indemnification has been mutually negotiated between me and the County. I HAVE READ THE ABOVE AND AGREE TO ABIDE BY ALL TERMS AND CONDITIONS SET FORTH IN THE RISK RELEASE AND WAIVER OF LIABILITY.

Name: _____

Business/Entity (if applicable): _____

Address: _____

Phone Number: _____

Email Address: _____

Date Requested: _____

Time Requested: _____ Beginning _____ Ending

Reason for Rental: _____

Number of Guests Anticipated: _____

For Office Use Only

Total Amount Due:

Deposit Received on:

Date:

Time: