

Lyon County Museum
Event Space Rental Agreement

301 W Lyon St, Marshall

507-537-6580

director@lyoncomuseum.org

PLEASE PRINT:

Date of Rental _____

Time of Rental: Start: _____ End: _____

Applicant's Name _____

Business or Non-Profit Organization _____

Applicant's Address _____

Applicant's Phone Number _____ Email _____

Purpose of Rental _____

Number of people: _____

ROOM CHOICE (Please check room choice):

____ Conference Room (2nd Floor) Room Capacity: 49 people

____ Ice Cream Shop (Main Floor) 20-25 people

ROOM SETUP (please circle all that apply):

- Board style- tables with chairs in large rectangle
- Luncheon style – tables and chairs
- Classroom style – just chairs
- Equipment (please circle all that apply):
projector, laptop, podium, extension cord, easel, portable audio system with microphone, coffee maker, tablecloths, napkins, plastic ware, plates, bowls, punch bowl
- Special requests:

OPTIONAL SERVICES (Please check all that apply. Activities are catered to the age group):

____ Museum Scavenger Hunt and/or related activities led by a staff member.

____ 30 minute program on a historic topic (list of topics available upon request)

RENTAL FEES (Please check):

____ Business/Non-Profit Meeting or Small Parties (Birthday, Shower, etc.): \$15.00/per hour x _____ hours

\$ _____ **TOTAL** (Please make check payable to Lyon County Historical Society)

Rental fee must be paid before the event and is non-refundable. A copy of this form will be returned to you upon approval of your request.

Applicant's Signature _____ Date _____

LCHS Employee Signature _____ Date _____

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Rental Guidelines

The Lyon County Historical Society wish to thank you for considering our museum space for your special meeting or event. We will do our part to offer a facility and environment that is suitable for your needs.

Whether it's a training session, a meeting, or a special family gathering, the Lyon County Museum cultivates a positive image for your business or family gathering. Your guests can also enjoy the museum's exhibits and research center.

If any questions remain unanswered upon review of this agreement, please let us know. We want to assist so your preparations may all go according to plan. Thank you.

1. No reservation will be considered in effect until the receipt and acceptance of the completed attached museum lease agreement
2. Reservations due no later than 7 days prior to activity
3. Rental fee is non-refundable
4. Rental is accepted in the following time frame: 8:00 AM to 11:00 PM
5. Arrangements to serve alcoholic beverages must be made through a licensed caterer and must submit a certificate of insurance to the museum prior to the rental
6. Internet wireless capability is available and must be requested in advance
7. The museum is a smoke-free environment
- 8. The applicant is responsible for the cleanliness of the space upon conclusion of the event by removing leftover food and items brought in. Floor cleaning and equipment take down will be provided by LCHS.**

Applicant initial_____

9. We ask you to respect the artifacts on display in the museum exhibits and take proper care with respect to the event space, the equipment, and the building.
10. Food and beverages must be contained to designated areas.