

Varnum House Museum Rental Fees

Events Package A

For 25 or fewer people.

\$75 for 2 hours
 \$100 on weekdays (5 hours)
 \$125 on weekends (5 hours)
 \$45 per additional hour
 \$100 security deposit

Events Package B

For 26 to 50 people.

\$125 on weekdays (5 hours)
 \$150 on weekends (5 hours)
 \$45 per additional hour
 \$100 security deposit

All packages include the use of the following areas:

- Lawn
- Back patio
- Meeting room (as a staging area)
- Bathroom

Events Package C

For 51 to 75 people.

\$175 on weekdays (5 hours)
 \$225 on weekends (5 hours)
 \$55 per additional hour
 \$100 security deposit

Events Package D

For 75 people or more.

\$225 on weekdays (5 hours)
 \$275 on weekends (5 hours)
 \$55 per additional hour
 \$100 Security deposit

Discounts*

- Varnum Continental Members: 50%
- Non-profits: 20%
- Military: 20%
- Law Enforcement: 20%
- Fire Department: 20%

* Discounts are not cumulative

Varnum Memorial Armory Rental Fees

	Varnum Militia Members	Varnum Regular Members	Non-Members
Drill Hall w/ Chairs *	\$75.00	\$75.00	\$150.00
Drill Hall w/ Chairs & Tables *	\$100.00	\$100.00	\$175.00
Kitchen & Dining Room	\$25.00	\$25.00	\$75.00
Kitchen, Dining Room, & Lounge	\$25.00	\$35.00	\$50.00
Dining Room Only (for meetings)	-0-	\$20.00	25

* Heating surcharge of \$50 during the months of October through April for all Drill Hall rentals.

NOTE: If Drill Hall used day before/after for set-up/breakdown, per day rate applies to those days also.

Reservations

Approvals must be made on a yearly basis, and cannot be continued for more than one calendar year at a time after approval date. The President and/or the Varnum Executive Committee must approve all applications for rentals in advance and in writing. A responsible adult or adults, who will become guarantors for all activities and property, must make all applications. A rental form must be completed and will identify services required.

Security Deposit

The security deposit and a completed rental agreement are required to reserve a date and area for the event. The Varnum Continentals retain the right to use any or all of the security deposit toward any claim it may have for overtime, clean up, damages to or destruction of any property located in or on the premises belonging to the Varnum Continentals, as a result of the Contracting Party's use of the premises on the Event Date. Any additional charges incurred in excess of the security deposit will be charged and billed separately to the Contracting Party.

Rental Fee Deposit

One half the rental fee is due at time of signing contract agreement. The balance is due three weeks prior to the event. Overtime is billed after the event is complete.

Rental Fees

The rental time shown on the contract includes set-up, event, and clean-up time. If additional set-up time is needed, the per hour charge will be applied.

Cancellation Policy

The security deposit is non-refundable.

Catering Policy

All caterers working on Varnum Continentals property must have a current certificate of insurance (aggregate \$1,000,000) on file with the Varnum Continentals prior to catering the event. The museum kitchen may not be used for the preparation of food or for cooking of the food. All food must be prepared off premises. It is the contracting party's responsibility to inform the caterer of this policy.

Security

If it is necessary to have security for the event, the contracting party shall pay the cost.

Photography

There is no charge for wedding photographs if the Contracting Party is renting facilities from the Varnum Continentals to host the wedding. However, arrangements must be made in advance and scheduled on the calendar. There is a \$100 per hour charge for photographers who wish to use Varnum Continentals property as a setting for wedding photographs when the subject does not have a wedding event contracted on Varnum Continentals property.

Rental Agreement for the Armory & Museum Grounds

I/We hereby request approval of this rental application, and agree to all terms and conditions above.

Name of organization or person: _____

Purpose of meeting: _____

Person in Charge: _____ Event Time: _____

Signature of Person in Charge: _____ Event Date: _____

Rental Area Requested: Circle appropriate section above.

AREA BELOW TO BE COMPLETED BY VARNUM CONTINENTALS

____ Approved ____ Denied Rental Rate: \$ _____ Security Deposit: \$ _____

Signature of President: _____