

# JEROME HISTORICAL SOCIETY, INC.

P.O. Box 156  
Jerome, AZ 86331

## SPOOK HALL USE AGREEMENT *(Effective April, 2019)*

User \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Contact/Emergency Person \_\_\_\_\_ Phone \_\_\_\_\_

Date (s) of Use \_\_\_\_\_ Hour(s) of Use \_\_\_\_\_ to \_\_\_\_\_

Purpose \_\_\_\_\_

Basic Rental Fee \_\_\_\_\_ Additional fees \_\_\_\_\_

### **TOTAL FEE** \_\_\_\_\_

1. I/we agree that no religious activities, partisan politics, or illegal activities shall be conducted on the premises of Spook Hall.
2. I/we agree not to discriminate against any participant on the basis of race, color, religion, sex, age, familial status, national origin, or disability. I/we agree to provide activities that are accessible to persons with disabilities.
3. I/we have read and understand the Jerome Historical Society's Inc. Center Use Policy and will abide by its stipulations.
4. I/we agree that if I/we do not vacate the premises within one half hour of scheduled ending time, we may be charged for additional time.
5. I/we agree to be responsible for any damages I/we, our participants, clients, members, or guests cause to the facility. I/we agree that the Jerome Historical Society, Inc., will assess the damage and bill me/us for the replacement and repair costs.
6. I/we agree to indemnify, protect, defend, and hold harmless the Jerome Historical Society, Inc., and its agents, employees, partners, and lenders, from and against any and all claims, loss of rents, and/or damages, costs, liens, judgments, penalties, permits, attorney's and consultant's fees, expenses and/or liabilities arising out of, involving or in dealing with the occupancy of the premises by User, as well as any act, omission or neglect of User, its agents, contractors or employees.
7. I/we understand and agree that if Spook Hall is rendered uninhabitable by any unforeseen event, the Jerome Historical Society, Inc. reserves the right to cancel the event on such notice to User as is possible. A full refund of all fees and all deposits paid will be made to the Renter within 5 days of cancellation. The Jerome Historical Society, Inc. shall not be liable for any consequential damages or other losses arising out of said cancellation, and said refund of fees and deposits shall be User's sole and exclusive remedy.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

### For Jerome Historical Society, Inc. Use Only

Approval \_\_\_\_\_ Deposit \_\_\_\_\_

Signature \_\_\_\_\_ Fees \_\_\_\_\_

Date \_\_\_\_\_ Total \_\_\_\_\_

Special Conditions \_\_\_\_\_ CC \_\_\_\_\_

# Rental Fee Schedule for Spook Hall

## **BASE FEES – Per 48 Hours**

Please Select One:

- 1. Non-profit/public service: \$75
- 2. Private: \$450
- 3. Commercial/Profit making: \$500

Other Options:

- Alcohol and/or Live Music – See Attached Rules
- Security Detail Form – See Attached Rules
- Cleaning Service – Ask about Pricing

*Total Fee amount is due thirty (30) days before the event along with Proof of Insurance.*

Fees are **non-refundable** after received by the Jerome Historical Society, Inc.

### 1. Deposit Fee - Basic

Rental Deposit equal to 50% of the Rental Fee secures a date in Spook Hall. Dates are **not** secured until Jerome Historical Society, Inc. receives your deposit. This deposit will be applied to your rental fee. This deposit is **non-refundable** should the lessee cancel their plans to rent Spook Hall. Deposit policy applies to both nonprofit and for profit entities. Deposits must be made with cash, a money order or credit card.

### 2. Damage Deposit Fee **CREDIT CARD MUST BE ON FILE**

All damages to building and/or contents will be charged to Credit Card on file, after determination of such repairs and replacements are determined.

### 3. Key Procedure:

Key may be picked up at 12:00 P.M. one day prior to event.

Key must be returned by 12:00P.M. on the day following the event.

NOTE: \$50 key fee will be charged if key is not returned.

### **General Rules:**

1. Space rental fee includes 48 hours of usage of Lawrence (Spook) Hall. The start and finish time is required on the Application so that the Jerome Historical Society, Inc., is able to schedule the building appropriately.
2. The Jerome Historical Society, Inc., will not calendar rental dates without the Application and deposit being received by the Jerome Historical Society, Inc.
3. Closing time for all events is no later than 1 a.m.
4. The Jerome Historical Society, Inc., is not responsible for any loss of belongings of the Renter or any employee, guest, or other person attending the event.
5. Renter is responsible for any damages to the building and its contents. If damage to the premises exceeds deposits, renter will be billed.
6. Renter agrees to indemnify, protect, defend, and hold harmless the Jerome Historical Society, Inc., its agents, employees, partners and lenders from and against any and all claims, loss of rents, and/or damages, costs, liens, judgments, penalties, permits, attorneys' and consultants fees, expenses and/or liabilities arising out of, involving or in dealing with the occupancy of the Premises by Renter, as well as any act, omission or neglect of Renter, its agents, contractors, or employees.
7. The Renter and other attendees shall not hinder the flow of vehicular or pedestrian traffic on the sidewalk adjacent to Lawrence (Spook) Hall.
8. Damage deposits held via Credit Card on file will be cancelled within 5 working days after the end time indicated on the Application, as long as the Hall is cleaned according to the Cleanup Sheet, attached hereto and incorporated herein, and no damage has been found by the Jerome Historical Society, Inc. staff.
9. **Maximum occupancy of Spook Hall is 350 without seating.**
10. No smoking is allowed inside Lawrence (Spook) Hall. If there is evidence of smoking, the entire damage deposit will be forfeited.
11. If the Premises are rendered uninhabitable by any unforeseen event, the Jerome Historical Society, Inc. reserves the right to cancel the event on such notice as is possible. A full refund of all fees and all deposits paid will be made to the Renter within 5 days of cancellation. The Jerome Historical Society, Inc. shall not be liable for any consequential damages or other losses arising out of said cancellation, and said refund of fees and deposits shall be User's sole and exclusive remedy.
12. Private Event Insurance Requirement: Liability insurance coverage in the amount of no less than \$1,000,000 combined with single limit for bodily injury and property damage is required. Please attach a copy of your certificate of insurance to this application. Requests without such proof cannot be approved. Certificates must name Jerome Historical Society, Inc. as co-insured party.

## Rules Involving Alcohol and Live Music

1. No alcohol is to leave the building. If renter sells alcohol, he or she is required to provide a copy of a special event liquor license with the application.
2. Insurance Requirement: For commercial organizations, liability insurance coverage in the amount of no less than \$1,000,000 combined with single limit for bodily injury and property damage is required. Please attach a copy of your certificate of insurance to this application. Requests without such proof cannot be approved. Certificates must name Jerome Historical Society, Inc. as co-insured party. If Renter is selling alcohol, alcohol liability coverage shall be provided. For private individuals, purchase of event insurance with \$1,000,000 in liability coverage is required. For private individuals serving alcohol a copy of homeowners or renter insurance is required.
3. All events involving **live music** are required to provide at least **one off duty police officer for security**. Contact the Jerome Police Department (928) 634-8992 to arrange for the officer. Proof of such arrangement must be supplied to the Jerome Historical Society, Inc. and to the Jerome Police Department 30 days prior to the start time of the actual event. Security personnel may be required at other events if determined necessary by the Jerome Historical Society, Inc. Board of Directors.
4. All events involving **selling alcohol** are required to provide **one off duty police officer for security**. Contact the Jerome Police Department (928) 634-8992 to arrange for the officer. Proof of such arrangement must be supplied to the Jerome Historical Society, Inc. and to the Jerome Police Department 30 days prior to the start time of the actual event. Security personnel may be required at other events if determined necessary by the Jerome Historical Society, Inc. Board of Directors.
5. If a wedding or private event involves alcohol you must provide **one off duty police officer for security**. Contact the Jerome Police Department (928) 634-8992 to arrange for the officer.

## CHECKLIST FOR VACATING SPOOK HALL

**FAILURE TO COMPLETE ALL ITEMS BELOW WILL RESULT IN DEDUCTIONS FROM THE DEPOSIT FOR NECESSARY LABOR AND CLEANING. IF YOU OPT TO HAVE US HIRE SOMEONE TO CLEAN, THE FEE IS \$100.**

- All decorations removed
- Tables AND Counters cleaned (supplies in cabinet)
- Stove cleaned and wiped down
- Tables and chairs put in storage areas
- Check toilets for running water
- Bathrooms cleaned, trash emptied
- Sweep and mop floors
- Refrigerator cleaned and unplugged
- Debris in front of building picked up
- Trash deposited in dumpster
- All renters' belongings removed
- Ceiling fans turned off
- Coolers or Heaters turned off
- Bathroom lights turned off
- Fire escape door locked
- All lights turned off
- Both front doors locked
- **Stove and Microwave cleaned and off**
- **ABOVE ALL PLEASE LEAVE THE HALL AS WELL OR BETTER THAN YOU FOUND IT.**