

OUTSIDE GROUNDS

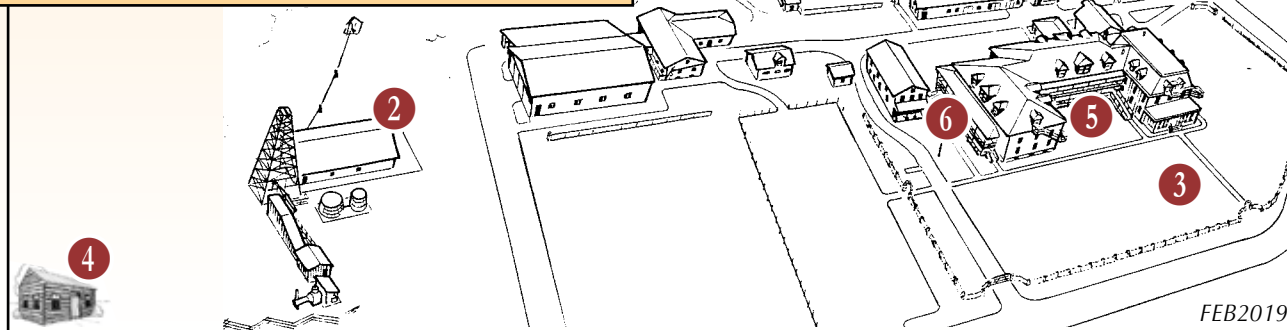
The 50-acre grounds of the Wood County Historical Center include a variety of areas for reunions, ceremonies, picnics, and special events. This lush and unique backdrop is often used by photographers for senior photos, family gatherings, or artistic projects. Popular rental areas include:

- Herb garden **1**
- Boomtown & Oil Derrick **2**
- Lyle Fletcher Arboretum **3**
- Log Cabin **4**
- Center or East Wing Porches **5 6**
- Corn Barn (*coming soon*) **7**
- Shelter House (*coming soon*) **8**

Many original outbuildings still adorn the property including the Lunatic Asylum, Pestilence House, and Ice House. These buildings provide a unique and lovely backdrop, and can be open for viewing during business hours.

Hold Harmless and Indemnification

In consideration of the Wood County Commissioners granting permission to have a ceremony, reception, or other function performed at the Wood County Historical Center, the organization/guest on behalf of themselves, and all their guests in attendance agree to indemnify and hold harmless Wood County, its Board of County Commissioners, board members and employees of the Wood County Historical Society, and all Wood County employees, agents, heirs and assigns from and against all claims, damages, losses and expenses including reasonable attorney's fees in the event that they or any of their guests, family, relatives and all other persons attending said ceremony, receptions, or other function would have cause to bring an action arising out of bodily injury, illness, death or property damage while on Wood County property.



Grounds Rules & Regulations:

- The grounds are a public park maintained by the Wood County Park District and are open daily 8 AM until 30 minutes past sunset.
- Reservations are necessary to avoid conflicts with Museum and Park events.
- One handicap-accessible portable rest room is located in Visitor Parking Lot.
- Please do not stand or sit on the Brandeberry stone wall surrounding the property. This wall is an original structure built in the early 1900s.
- Please do not pick any flowers, plants, or herbs from the grounds. Leaf collection is permitted.
- Please dispose of any trash in one of the many trash cans throughout the site.

Prohibited:

- Firearms.*
- Open flame* (candles, fire pit). Grills are acceptable
* *Special arrangements can be made for reenactment and scout groups that camp on the grounds.*
- Tape, nails, tacks or anything attached to Museum walls or ceilings. Picture rail and hooks are available.
- Live plants inside museum.
- Animals inside museum. Service animals permitted.
- Smoking.
- Food and drink must be confined to the meeting rooms or kitchen and is prohibited in the museum.
- Alcohol is not permitted on the grounds or inside museum.
- Museum & Society Staff reserve the right to contact the Wood County Sheriff's Office or Wood County Park District Police for any infraction or disruption.

Facility Use Policy

Rentals, Tours, and Programs

WOOD COUNTY Historical Center & Museum



THE WOOD COUNTY HISTORICAL CENTER & MUSEUM
13660 County Home Road
Bowling Green, Ohio 43402
Conveniently located off I-75 at exit 179

419.352.0967 · www.woodcountyhistory.org

woodcountyhistory OnCountyHomeRd

FEB2019

RENTAL FEES Indoor or Outdoor

Weekday Business Hours: Mon-Fri 9am-5pm

Weekend Business Hours: Sat-Sun 1pm-4pm

DEPOSIT: \$100

- Deposit is due within 14 days of making a reservation.
- Failure to pay deposit within 14 days will forfeit the reservation.
- Deposit will be returned to you within 14 days of your event if the facilities are left in proper condition and all expectations are met:
 - * Arrive and leave on time.
 - * Vacuum all areas used (if applicable).
 - * Wipe off tables.
 - * Leave room or grounds in same condition as when you arrived.
 - * Clean up any kitchen (if applicable).
 - * Remove any tables, chairs, or accessories that you brought with you.

RENTAL FEES:

WITHIN BUSINESS HOURS: \$50/hour

- Minimum 2-hour Rental
- Rental payment is due in full 45 days prior to event.
- If payment is not received within 45 days of event, rental is forfeited and deposit will not be returned.
- If event is booked within 45 days, deposit and payment are due in full at the time of signing the contract.

BEFORE or AFTER BUSINESS HOURS: \$75/hour

- Subject to staff availability.
- See above for additional information.

Additional Information:

- Make checks payable to WCHS.
- We also accept credit and debit cards, or cash
- Discounts are available for select Wood County agencies during business hours. Please call for eligibility.

AMENITIES

Any rental of the Historical Center will include these amenities at no extra cost:

- Inside Tables and Chairs (*includes set-up*)
- Garbage and Recycling Containers
- Use of museum kitchen including refrigerator, freezer, oven, microwave, sink, and counters
- Wi-fi (must provide own laptop)
- Podium (floor or table-top)
- American Flag
- ADA-accessible restrooms
- Wheelchairs (2)
- Projection Screen
- 110 Electrical Access (inside or outside in select locations). For 220 electric, there is a \$25 fee.
- Visitor and Handicap Parking

ALSO AVAILABLE:

Additional amenities are available for additional rental costs:

- Projector (*must provide own laptop*) ...\$25
- Sound System & Microphone.....\$25
- Television & DVD\$25
- 30-minute Staff Presentation\$25
- Electric Claranova Piano\$25
- Outdoor 220 Electrical Box\$25
- Outdoor Chairs (120) and benches\$50

Meeting Room:

- Room Size: Approx. 17-1/2' wide by 60' long
- Seats 66 at round tables; 72 lecture style
- Tables and chairs provided, includes set-up and tear-down
- Room is carpeted and has 4 large windows
- External and internal doors

Tables:

- (12) card tables (seats 4)
- (12) round tables (seats 6)
- (6) 6' rectangular tables (seats 8)

Chairs:

- Indoors: (72) metal folding chairs and set-up included with rental
- Outdoors: (120) metal folding chairs available for additional \$50, set-up not included.

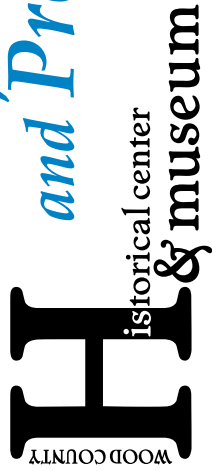
You are responsible for:

- Extension cords, power cords
- Dollies, carts, & help with loading and unloading
- Plates, Cups, Napkins, Silverware, Glassware
- Coffee, Coffee Pot, Warmers
- Food and Beverage
- Tablecloths, linens

PAYMENT & CANCELLATION POLICY

- See DEPOSIT and RENTAL FEES for fee structure and due dates.
- Any cancellation made prior to 48 hours of the start of your event will receive a full refund of deposit and rental.
- Any cancellation made within 48 hours of the start of your event will forfeit the deposit, but full rental fee will be returned.

Rentals, Tours, and Programs



MAKE CHECKS PAYABLE & SEND TO:
WOOD COUNTY HISTORICAL SOCIETY
13660 County Home Road
Bowling Green, Ohio 43402
419.352.0967 • www.woodcountyhistory.org

Download this rental agreement at:
www.woodcountyhistory.org/today_rentals.html

RENTAL CONFIRMATION - Please print, complete, and submit with deposit.

Name of Organization: _____

Contact Person: _____

Address: _____
(Deposit, if returned, will be sent to this address. Include City, State, and Zip Code)

Phone: _____

E-mail: _____

Event Date(s): _____

Rental Start/End Time: _____ Event Start/End Time: _____
(Include time allotted for set-up and tear-down)

Number of People: _____

Age Range: _____

Rental Areas

- Meeting Room
- Other Museum Space

- Grounds: Herb Garden
- Grounds: Oil Derrick
- Grounds: Log Cabin
- Other Grounds

Amenities (extra fee)

- Projector *(must provide laptop)* (\$25)
- Sound System & Microphone (\$25)
- Television & DVD (\$25)
- 30-minute Staff Presentation (\$25)
- Electric Claranova Piano (\$25)
- Outdoor 220 Electrical Box (\$25)
- Outdoor Chairs (120)/benches (\$50)

Amenities (no cost)

- Tables & Chairs *(inside)*
- Kitchen *(fridge, frzer, oven, microwave, sink)*
- Wi-fi
- Podium
- American Flag
- Wheel Chair
- Projection Screen

For Educators: School: _____

Teacher: _____

Grade(s): _____

Subject: _____

I have read the rules and regulations of the Wood County Historical Center & Museum's Rental Policy and will abide by the rules for the duration of my stay.

Signed: _____ Date: _____

Museum Representative: _____ Date: _____

[over]

***** **FOR MUSEUM USE:** *****

Park Notified (date): _____ mowing | snow removal | rangers
 Staff Responsible at Event: _____ Recorded in Museum Calendar
 Volunteers/Tour Guides needed: _____

DEPOSIT RECEIVED copy made for Events Binder

Amount: _____
Date Received: _____
chk# / cash / credit: _____

RENTAL PAYMENT RECEIVED

*Minimum 2-hour Rental

Hours (within business hours):

\$ _____ / hour x _____ hours = _____

Hours (before or after business hours):

\$ _____ / hour x _____ hours = _____

Total Rental Payment DUE: \$ _____

chk# / cash / credit: _____

Date Received: _____

copy made for Events Binder

DEPOSIT RETURNED

PLEASE READ DEPOSIT POLICY IN RENTAL AGREEMENT!

Date Mailed: _____

Amount: _____

chk#/cash: _____

copy made for Events Binder

Weekday Business Hours: Mon-Fri 9am-5pm
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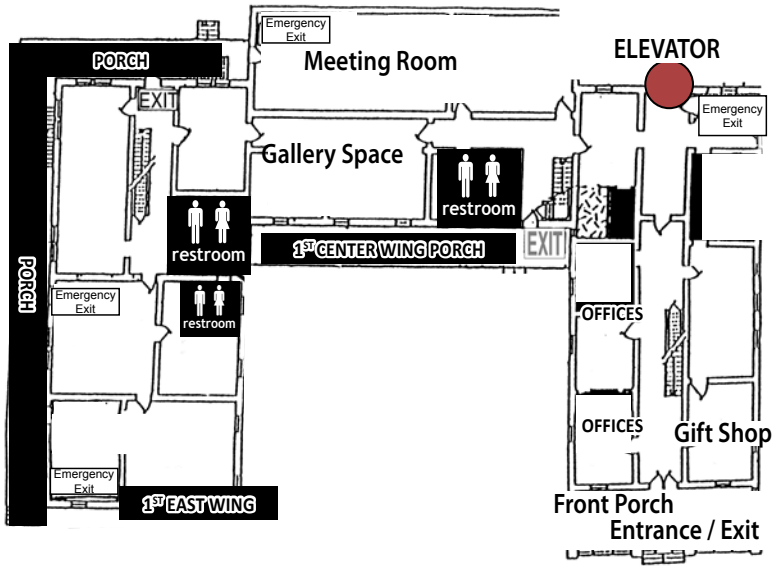
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museum first floor



museum second floor

