

RENTAL AGREEMENT
HARMONIST LABYRINTH
1239 Main Street
NEW HARMONY, INDIANA

Lessee: _____

Company or Organization _____

Contact _____ Title _____

Mailing address _____

Phone No. _____ Cell _____ E-mail _____

Dates: _____ Time: Arrival _____ Departure _____

Type of Event: _____

FEES:

Regular Rental Fee: \$100 per hour + tax

Maintenance Fee: \$35.00 per hour

Security (if required): \$25.00 per hour

Non-profit: (Tax ID number required to qualify for non-profit rate)

Rental Fee: \$50.00 per hour not-for-profit no. required: _____

Maintenance Fee: \$35.00 per hour

Security (if required): \$25.00 per hour

Note: Increased fees will be in effect for rental on a state or national holiday. Fees are charged for all times the Lessee or the Lessee's representative occupy the building.

Harmonist Labyrinth is a historic property with strict rules and procedures attached to its use. Applicant/Lessee will be assessed additional charges if rules/procedures expressed herein are not followed. Applicant/Lessee is therefore advised to read the following information very carefully. Questions should be directed to Historic New Harmony.

RULES, REGULATIONS AND PROCEDURES:

- **Deposit:** A \$50.00 deposit is required for all events at the time the contract is approved. Payment should be made to “USI/Historic New Harmony”. Deposit is refundable with cancellation of up to two weeks notice prior to the event. Cancellations of less than two weeks notice will result in automatic forfeiture of deposit.
- **Insurance:**
 - Lessee will provide a certificate of insurance or insurance binder provided by an approved company for general liability providing for all damages arising out of injury or destruction of property. Insurance binder or certificate will provide for a limit of not less than Three Hundred Thousand (\$300,000.00) Dollars for all damages arising out of injury to or destruction of property in any one occurrence, for a limit of not less than Three Hundred Thousand (\$300,000.00) Dollars for injury to or death of one (1) person in any one (1) occurrence and not less than Two Million (\$2,000,000.00) Dollars for injury to or death of all persons in that occurrence. Damage to or loss of objects or property belonging to the Division of Indiana State Museums and Historic Sites is the responsibility of the Lessee.
 - Insurance must be effective for all times Lessee or Lessee’s representatives occupy the property, including but not limited to set-up, event, clean-up, picking up of rental equipment or supplies, or any other pre-event and/or post-event activity. These dates must be set forth on the certificate.
 - Proof of insurance must be received by the Historic New Harmony offices 30 days prior to the event.
 - Proof of insurance must include the following:
 - “State of Indiana, the Indiana Department of Natural Resources, Division of Museum and Historic Sites, and Harmonist Labyrinth” must be listed as additional insured.
 - Lessee must be listed as renter.
 - Document must be dated and signed by authorized insurance agent and Lessee.
- **Availability:** Harmonist Labyrinth property must be vacated by 12:00 am. Occupation of the property after 12:00 am will result in additional charges to the Lessee. All times the property is to be occupied by the Lessee must be agreed upon by Historic New Harmony and the State of Indiana, Department of Natural Resources. Arrangements and appointments should be made through the Historic New Harmony offices.
- **Smoking:** Smoking is prohibited in Harmonist Labyrinth.
- **Decorations:**
 - No candles, open flames or burning decorations of any kind.
 - Nothing may be attached in any way, to the Temple any part of Harmonist Labyrinth.
 - Silk and/or artificial flowers or greenery only may be used.
 - Confetti, birdseed, glitter, bubbles, fog machines or similar materials are prohibited.

- **Caterer:**
 - Must be approved by Historic New Harmony/State of Indiana and may be subject to a walk-through of the facility.
 - No trash container or dumpster will be provided for caterer. Caterer must remove all trash from the property.
 - No cooking of any kind is allowed. Prep work only may be performed in designated areas.
 - Caterer must remove all supplies, materials, trash, etc. immediately following event. If some items cannot be removed until the following business day they must be broken down and stored in a designated area.
- **Music, DJ, Lighting, etc.:**
 - Music shall be set up in designated area only.
 - All equipment and special lighting to be provided by Lessee.
 - Any person or company providing music, lighting or sound must be pre-approved by Historic New Harmony/State of Indiana.
 - Noise levels shall be kept at a minimum and may be controlled at the discretion of the site manager.
 - Noise levels must be in compliance with the Town of New Harmony Noise Ordinance.
- **Seating/Set-up:**
 - Historic New Harmony has metal folding chairs and 6 foot folding tables. Historic New Harmony does not supply any other kind of seating.
 - Historic New Harmony may request a drawing of the set up be submitted for approval at least 2 weeks prior to event.
 - If chairs, tables, etc. need to be added, moved or altered during the event changes must be approved by the site manager.
 - If any supplies or materials cannot be removed until the following business day arrangements must be made in advance and Lessee will be charged for removal time.
 - All event materials must be broken down immediately following event, stored in a designated area and removed the following business day.
 - No parking or driving on the grass unless approved by site manager.
- **Alcohol Policy:** Alcohol may be served at a private event.
 - Alcohol must be served by a licensed caterer. A copy of the license must be submitted to Historic New Harmony at least 3 weeks prior to the event.
 - Bartender if different from caterer must be approved by Historic New Harmony/State of Indiana. A copy of the bartender's license must be submitted at least 3 weeks prior to the event.
 - Security will be provided by Historic New Harmony at events serving alcohol for an additional \$25.00 per hour. There is a four hour minimum charge for security. Security must be present during the entire event.
- **Photography**

- Lessee or Lessee’s representatives are not granted permission to take photographs or use any museum photos for commercial use without express written consent.

- **Additional Rules and Regulations:**

- Any questions or concerns during the event should be referred to the site manager.
- Lessee must abide by the site manager’s decisions.
- Lessee must provide a list of names and contact information for all parties involved in the event (ie. caterer, wedding planner, musicians, photographer, etc.).
- Lessee is subject to a walk-through of the facility.
- The public is allowed at the Labyrinth at all times.

Site will be checked after the event and the Lessee will be notified in writing within 7 business days of any damages.

I, the undersigned Lessee, hereby acknowledge that I have read the above rental agreement and agree to abide by all regulations and restrictions.

Date: _____

Signature of Lessee

Printed name of Lessee

Date: _____

DNR Representative

EXCEPTIONS:

_____, Lessee

_____ Date

_____, DNR Representative _____ Date