

Old Davie School Historical Museum  
6650 Griffin Road \* Davie, FL 33314  
954-797-1044 \* 954-797-1047 fax

## RENTAL POLICY

(Approved by ODSHM on 1/8/08)

**USE OF FACILITIES:** The museum is governed by the Board of Trustees and approves the rental policy, rates and use of facilities. All events must be in keeping with the Museum's purpose and image and are subject to approval of the Museum staff and/or the Board of Trustees. Any change in the policy or rates for individuals or organizations must meet their approval by written request and presented to the next board meeting.

**HOURS OF EVENTS:** Rentals may not restrict the museum's regularly scheduled open hours of Tuesday through Saturday, 10 AM to 2 PM. After hours, Museum sponsored functions will be given priority. Every effort will be made to accommodate the user's request. All events must end no later than 12 midnight.

**HOW TO SCHEDULE EVENTS:** Please call the Museum at least two months in advance. If the facility is available, a contract will be sent. To secure a rental date, sign the contract and return it to the Museum along with a 50% nonrefundable deposit which will then be applied toward the total rental cost. A reservation is held only upon receipt of the signed contract **AND** the reservation deposit. The balance of your rental cost, certificates of insurance, and a \$400.00 security deposit are due two (2) weeks prior to the event.

**INSPECTION OF FACILITIES:** Prior to and following the event, a walk through will be conducted with the Lessee, Caterer (if applicable), and museum staff for final arrangements and inspection of premises. The final walk-through will determine if additional cleaning or repairs are needed at the end of the event. If the facilities do not require additional cleaning or repairs the full security deposit will be refunded within a week of the event. If additional cleaning or damage is found, you forfeit the entire deposit.

**RENTAL TIME:** Regardless of any circumstances, the Lessee shall be charged by the hour if the rental space is not vacated at the end of the lease agreement, unless otherwise approved prior to the event. This additional charge will be deducted from the security deposit at a rate of \$100.00 per hour.

**CATERERS:** Only fully licensed, insured caterers may be used. All caterers must be approved by the ODSHM with a Certificate of Insurance evidencing they have public liability coverage in an amount of or equal to \$1,000,000 per occurrence. The caterer is responsible for providing enough staff to service the event, including set-up and break-down.

---

### MANDATORY RULES

1. Clean up of the facility is mandatory, leaving it in the condition in which it was found. A cleaning charge will be added to the contract if needed at a charge of \$100.00.
  2. Candles or flames of any kind are NOT PERMITTED.
  3. Cooking is NOT permitted inside the Museum. Caterers will have access to the kitchen area and the refrigerator if requested. An outside area may be requested by the caterer for cooking.
  4. Rice (for throwing) is not allowed. (You may use bird seed or bubbles).  
NO CONFETTI OR GLITTER IS PERMITTED.
  5. All trash including ice must be put in the dumpster.
  6. It will be the responsibility of the Lessee to insure that Museum policies and procedures are clear to their chosen caterer. All infractions and the result of those infractions will be the sole responsibility of the Lessee and lessee will forfeit their security deposit.
  7. Food and beverages are NOT PERMITTED into Exhibit Rooms at any time.
  8. **NO NAILING, STAPLING, TACKING, OR TAPING** of any materials on the walls, windows or wood.
  9. Smoking is NOT ALLOWED inside or near the museum entrances or on the elevator landing.
  10. The Museum is NOT RESPONSIBLE for personal items.
  11. Due to our historic preservation, we do not allow live plants or fog machines.
  12. No changes to the rental agreement are allowed 72 hours before the event.
-

**DISORDERLY BEHAVIOR:** The museum staff person in charge of the event will call the DAVIE POLICE in the event of disorderly or abusive behavior or damage to personal or museum property.

**PRESS COVERAGE AND PRINTED MATERIALS:** Any press coverage and all printed materials regarding the event, location, time etc. must be approved in advance by the staff. The Museum reserves the right to place inserts in printed material (programs, handouts) given to guests attending an event during a facility rental. The Museum reserves the right to place advertisements on site as well as the right to use photos and printed material from Lessee's function in Museum literature at any time.

**DECOR:** The Lessee shall not do, or permit to be done, upon said premises anything that will tend to injure, mar or in any manner deface the Museum, and **will not** make any alterations of any kind to the building or plaques as well as affixing posters, flip charts, etc. to any wall in the Museum auditorium. However, easels or other standing props brought may be used for display purposes. No fog, live plants, or machines.

**DELIVERY AND STORAGE:** All deliveries must be scheduled with the museum staff prior to delivery. The museum does not provide storage for more than a 24-hour period. Delivery of any items required for the event shall be scheduled for the day of the event, and pickup of the items shall be scheduled immediately following the event. At no time will the condition of rental properties be the responsibility of the Davie School Foundation or the Old Davie School.

**OPTIONAL MUSEUM TOURS:** Rental of the auditorium does not include access to the Museum. However, viewing of the Museum exhibits may be arranged for one (1) hour during the event, security paid by the Lessee. Cost is \$100.00 per hour. We require a two (2) week minimum notice for this option.

**AUDIOVISUAL EQUIPMENT:** The Museum's Auditorium is equipped with a variety of Audio/Visual options. In order to keep our equipment in its best working condition, a small fee will be charged by item.

**ALCOHOLIC BEVERAGES:** If alcoholic beverages are to be served at the event, the Lessee shall obtain or make certain the subcontractors have in their possession appropriate State of Florida licenses/permits to dispense alcoholic beverages. The Lessee will assume responsibility for any and all guests' intoxication and subsequent actions. **We do not allow KEGS for any reason.**

**PARKING:** Parking is available behind the Museum.

**WEATHER CONDITIONS:** The Museum will not be held responsible for unfavorable weather conditions. It is up to the Lessee to take all the necessary precautions against poor weather. For example, the outdoor area may be tented at the Lessee's expense. No refunds or rental credits will be given due to unfavorable weather conditions.

**PAYMENT:** Please send all fees to ODSHM, 6650 Griffin Road, Davie, FL 33314.

**NO OTHER CONDITIONS APPLY:** Unless stated in writing and agreed to by the Lessee and the Museum.

**RENTAL RATES:** Capacity is 200 people for the Auditorium and 150 people for the Cafeteria meeting rooms.

**RENTAL INSURANCE:** Lessee is required to furnish the Foundation 14 days prior to the date of the event with general liability insurance in the amount of \$1,000,000, or as otherwise required by the Foundation, for third party lawsuits and claims for bodily injury and property damage. Lessee shall furnish a certificate of insurance evidencing such coverage and shall name the Foundation and the Town of Davie as additional insured thereon.

**SET-UP TIME:** Please keep in mind that setup and breakdown for your event must be done within the specified hours of your rental. Preparation time needed other than on the day of the event must be approved by the staff and included in the contract. The Lessee will be charged accordingly.

*I have read and agree to this rental policy. Name \_\_\_\_\_ Date \_\_\_\_\_*