

# FISCHER HALL RENTAL POLICY

\* Fischer Hall/Frankenmuth Historical Museum \* 613 S. Main Street \* Frankenmuth MI 48734 \*

PHONE (989)652-9701

<b>General Pricing:</b>	Friday, Saturday	\$400.00	<i>Multiple Day Rental</i>	
	Sunday	\$300.00	Fri. & Sat.	\$725
	Monday thru Thursday	\$150.00	Sat. & Sun.	\$600
	Non-Profit Mon. thru Thurs.	\$ 45.00	Fri., Sat., & Sun.	\$950

**Total charge is General Pricing plus any fees for add on equipment or marquee. Deposit of half of the rental fee required at time of booking. Deposit is non-refundable. Balance due at least one (1) month prior to the event.**

**In addition to the rental fee, a \$300.00 damage deposit is required** to cover any damages done and to cover the costs incurred by the Frankenmuth Historical Association to complete any items on the 'Check out Sheet' not done.

Damage to any other Fischer Hall property will be assessed on a per item basis. Should damages exceed \$300.00 the lessee is responsible for any additional charges up to the full value of damages.

**CANCELLATION:** Renter may cancel at any time up to **30 days prior** to the event. Deposit will not be returned.

**INSURANCE:** Certificate of insurance is required for **general liability for business rentals**. Their insurance agent will issue the renter a one-day certificate. **For personal rentals proof of homeowners' or renters' insurance is needed.** FHA must receive certificate or proof at least 30 days prior to the day of the event.

**FACILITY SET-UP:** Tables and chairs will be provided. Renter is responsible for the set up and take down.

**RESTRICTIONS:** **Political organizations and political events are not permitted to rent the hall.** Non-smoking facility. Smoking or vaping is allowed outside the building only. Use of e-cigarettes or vape pens can set off the smoke detectors. **No one is allowed to enter the hall prior to 12:00 am on the day of their rental.** **EVERYONE MUST** be out of the building and clean up completed no later than 12:00 am. **No candles or smoke machines** allowed. (Fire Alarm set off as a result of candles or smoke/fog /dry Ice machines will result in a fire department fee of but not limited to \$350 that will be passed on to the lessee) **Access to the balcony is PROHIBITED.** If the balcony is accessed there will be fee at the discretion of the FHA. Renter must have a cell phone in Fischer Hall during rental for emergency calls.

**ALCOHOL:** Permitted, however a cash bar is **NOT** allowed.

**INCLUDED:** Tables & chairs, air conditioning, parking

**NOT INCLUDED:** Setup, Cleanup, Security, Table Linens, Silverware

**CLEAN UP:** Please see the 'Check out Sheet'

**OTHER:** Hall dimensions: 55'2" x 30'6" Chairs available: 175  
Seating capacity: 120 with tables or 196 auditorium style seating  
Tables available: 15 – 6 ft. tables (8 at each table)

**MISCELLANEOUS:** Also **available for a fee** are stage lighting, sound system, cordless microphone, DVD / PC Projector, and message displayed on the Fischer Hall Marquee.

**To rent Fischer Hall, please fill out a 'Fischer Hall Rental Worksheet' and return it to the FHA by any means. From that worksheet, a rental agreement will be generated.**