

FISCHER HALL RENTAL POLICY

Fischer Hall/Frankenmuth Historical Museum
613 S. Main Street Frankenmuth, MI 48734
www.frankenmuthmuseum.org/fischerhall.html
phaoffice@airadv.net

PHONE (989)652-9701 FAX (989)652-9390

PRICING: Friday and Saturday \$150.00
Sunday thru Thursday \$ 75.00
Non-Profit Sun. thru Thurs. \$ 25.00

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.

\$150.00 damage deposit required to cover and include, but not limited to:

Broken chairs at cost of \$35.00 per chair.
Broken/damaged tables at cost of \$60.00 per table.
Clean floors at a cost of \$25.00
Stack tables and chairs at a cost of \$25.00
Not turning off lights at a cost of \$10.00
Non-timely return of key \$50.00

Damage to any other Fischer Hall property will be assessed on a per item basis. Should damages exceed \$150.00, the lessee is responsible for any additional charges up to the full value of damages.

CANCELLATION: Licensee 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. This is from their homeowners' policy. Their insurance agent will issue the licensee a one-day certificate. FHA must receive certificate at least 30 days prior to the day of the event.

FACILITY SET-UP: Tables and chairs will be provided. The licensee is responsible for the setup.

RESTRICTIONS: Non-smoking facility. Smoking is allowed outside the building only. **EVERYONE MUST** be out of the building and clean up completed no later than 1:00 a.m. No candles or smoke machines allowed.

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

INCLUDED: Tables & chairs.

NOT INCLUDED: Clean up or security.

CLEAN UP: Put garbage bags in pit outside back door, remove all decorations, stack chairs along wall, stack & lean tables against wall in kitchen, sweep floor and kitchen, and turn off lights –LOCK DOOR. All supplies are located in Utility Room and under kitchen sink. LEAVE HALL JUST AS WHEN YOU ARRIVED!

OTHER: Hall dimensions: 47'2" x 28'3"
Seating capacity: 100 with tables or 125 auditorium style seating
Tables available: 15 – 6 ft. tables (8 at each table)
Chairs available: 125

MISCELLANEOUS: Sound system, podium with microphone, air conditioning, parking, kitchenette and one side of the marquee (Fischer Halls' choice).