



# Latah County Historical Society

## McConnell Mansion Rental Contract

Thank you for your interest in renting the McConnell Mansion for your special event or meeting. We are delighted to share this beautiful, historic, and unique space with you and your guests. Please provide the information requested below. With your signature you acknowledge that you have read through and agree to adhere to our **Rules for Use**.

|                    |                          |
|--------------------|--------------------------|
| Name               |                          |
| Organization       |                          |
| Phone number       |                          |
| Email address      |                          |
| Mailing address    |                          |
|                    |                          |
| Date of Event      |                          |
| Type/Name of Event |                          |
| # of Guests        | <i>50 person maximum</i> |
| Time of Event      |                          |
| Time of Set-up     |                          |

We have the following items available for use. If you would like to use any of the items, please note how many.

*Use of these items is included in our Set-up Fee, charged to all events.*

|                               |  |                        |  |
|-------------------------------|--|------------------------|--|
| Card tables (3 total)         |  | 6 ft. tables (3 total) |  |
| Folding chairs (27 total)     |  | 8 ft. tables (4 total) |  |
| Folding tray tables (2 total) |  | Pop up tents (5 total) |  |
| Portable amplifier/mic        |  | Projection screen      |  |



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We are unable to offer dishes, utensils, or serving implements, but if you need to rent those items, we suggest utilizing the community's Plate Project, which can be picked up at the 1912 Center right across the street. Advanced reservation of those items through the Plate Project is required. To learn more about the Plate Project or to reserve your items visit [pcei.org/plate-project/](http://pcei.org/plate-project/).

We are also unable to offer the use of linens. For linen rentals, we recommend Blue Ribbon Linen Rental Supply.

## Rental Fees<sup>1</sup>

|                                     |          |
|-------------------------------------|----------|
| Hourly rate, nonprofits/clubs       | \$20.00  |
| Hourly rate, individuals/businesses | \$40.00  |
| Maximum daily rental fee            | \$400.00 |

|                                |         |
|--------------------------------|---------|
| Save-the-Date/Security Deposit | \$75.00 |
| Set-up/cleaning <sup>2</sup>   | \$75.00 |
| Alcohol Use Fee <sup>3</sup>   | \$25.00 |

<sup>1</sup>Should the Renter end up using the space for longer than previously approved in the signed contract, the Renter will incur hourly late fees, charged by the half-hour at the regular hourly rental rate. An additional statement will be issued to the Renter within 10 days.

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<sup>2</sup>The Renter is required to clean up at the end of their event. This includes **offsite removal** of all garbage and recycling and wiping down any soiled counter tops. If the Renter chooses to utilize items supplied by the Mansion, they should be cleaned as well. If the renter fails to remove garbage or clean according to contract, a fee of \$50 will issued on an additional statement with 10 days of the event.

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<sup>3</sup>Alcohol may only be served if the Renter has obtained an alcohol catering permit through the City of Moscow, at the Renter's own expense. The easiest way to do this is to work with licensed vendors in the area such as bars, restaurants, or cafes who can pull the permit and also supply beer and wine for your event. Kegs are not allowed inside the house.

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A walkthrough of the McConnell Mansion will be conducted within 72 hours of the event. If damages or further cleaning fees are incurred and exceed the deposit, an additional statement will be provided to the Renter within 10 business days.

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|                          |  |
|--------------------------|--|
| <b>Deposit amount</b>    |  |
| <b>Date deposit paid</b> |  |

Checks payable to Latah County Historical Society

**Total amount due three days before date of event**

|               |
|---------------|
| <b>Due by</b> |
|---------------|

**Cancellations:** Should you need to cancel your rental of the McConnell Mansion, your Save-the-Date deposit is fully refundable if written notice is received by mail or email within 7 days of your event. Cancellation of your event less than 7 days out will result in a full forfeit of the deposit.

## Rules for Use

*The McConnell Mansion is a historic landmark in our community, given to the people of Latah County as a place to gather. Please treat the space with your utmost care, as most of the furnishings as well as the structure are irreplaceable.*

A representative from the Latah County Historical Society retains the right to be on site throughout the event to assist should any issues arise.

Historic objects in the McConnell Mansion, including historic furniture, cannot be moved by members of your party. LCHS staff will prepare the space in advance of your event, and someone will be available the day of the event to assist with any additional arrangements.



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The following list of items are not permitted for use in the McConnell Mansion at any time: lit candles or open flames of any kind, confetti, glitter, fog machines, scotch tape, duct tape, Gorilla tape, staples, nails, or tacks.

**If you would like to affix decorations on the wall, please check with a staff member first.** In general, masking tape, painters tape, or Command strip products are acceptable.

Absolutely no smoking is permitted on the McConnell Mansion grounds or inside the building.

The McConnell Mansion does not have a working kitchen, and therefore no cooking may be done on site. The use of crockpots and chafing dishes with Sterno stoves is permitted in the kitchen area. You may also use the small refrigerator located in the kitchen. We advise that you bring in your own drinking water as the pipes in the home are quite old, but the sink is functional and may be used for basic washing needs.

Moscow's noise ordinance prohibits loud music or excessive noise after 10 p.m. Premises must be vacated by midnight.

Garbage and recycling are the responsibility of the Renter and waste must be removed offsite.

The Latah County Historical Society cannot be held responsible for unfavorable weather. Access to our outdoor pop-up tents is included in your rental. No refunds or rental credits will be given due to unfavorable weather.

The piano and organ may be played with prior approval from staff.

Children under the age of 16 must be under adult supervision at all times.

No animals are allowed inside of the McConnell Mansion. Dogs may be on the lawn of the home, but any waste must be removed.

I, (                        ), have read the above Rules of Use for the McConnell Mansion and agree to uphold those rules for the duration of my rental.

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LCHS Staff:** \_\_\_\_\_