



BENJAMIN HARRISON PRESIDENTIAL SITE, INC.
RENTAL POLICY—BOB ANNIS PRESIDENTIAL CLASSROOM

The Benjamin Harrison Presidential Site is happy to serve your group. Set forth below are the rental conditions between

TIMES AND SPACES

Event Area: Includes use of the Bob Annis Presidential Classroom, caterer's kitchen and restrooms.
Capacity: 40-60, depending on room set up

Weekday Hours: 9:00 am to 4:00 pm | 6:00 pm to 9:00 pm

Weekend Hours: Saturday 10:00 am to 4:00 pm

Premises must be vacated by the event end time. Failure of The Client, and their attendees, to vacate the facility by the event end time will result in an overage fee of two-hundred and fifty dollars (\$250) per hour.

POLICIES, PROCEDURES, & INFORMATION

DECORATIONS

Nothing may be taped, nailed or pinned to the walls, ceiling, room dividers or floor. The room may be divided into two smaller rooms, which accommodate up to 25 people each.

GUEST ARRIVAL

The front door of the Presidential Site is kept locked at all times, please request that your guests enter the Presidential Site through the north entrance by the rose garden (down the steps). If you are taking a tour before using the Presidential Classroom, please ask your guests to start in the Welcome Center (red barn) located to the west of the mansion. Limited parking is available in our lot, accessible from Talbott Street. Additional free parking is located along Delaware and 13th streets.

PLEASE NOTE: No guests are allowed in the museum areas without a member of the staff present. Failure to follow this rule may result in your group being asked to leave the premises.

EQUIPMENT AVAILABLE WITH RENTAL

- *6 tables (6'x3') which seat 6-8 people each
- *1 table (8'x2') on which presentation materials can be set
- *1 round table (6') which seats 8-10 people
- *60 chairs
- *1 podium
- *1 electric coffee pot (30 cup). You must provide coffee, creamer and sweeteners
- *Smart TV - screen sharing capable and USB ports (*tech support not included*)

FOOD SERVICE

You are also welcome to have your event catered or bring in your own food and refreshments. Dishware and flatware will not be provided by the Presidential Site. All dirty dishes, flatware, glassware and any food service items must be removed immediately following the end of your event. Disposable items can be bagged and placed in the trash receptacle at the entrance to the parking lot. All foods must be prepared in advance. The kitchen is reserved for reheating and service only.

If you use a caterer, the caterer must submit a Certificate of Insurance before the event to cover all potential damages to and loss of the Benjamin Harrison Presidential Site property caused by the caterer. The Benjamin Harrison Presidential Site must approve of all caterers. If alcoholic beverages will be served, the Certificate must reflect adequate liquor liability insurance. The caterer must submit proof of an alcohol permit, if applicable. Preferred Caterer list is available upon request.

ALCOHOL

Alcohol must be provided through caterers. No alcohol will be allowed to be provided by client. Guests may not carry-in or carry-out alcoholic beverages. Alcohol may be served only at events with food service. The Presidential Site does not permit straight alcohol shots on the premises. Five (5) hours is the maximum length of bar service for an event. Bar service must end 30 minutes prior to the scheduled conclusion of an event. Exceptions may be made for certain not-for-profit events. Benjamin Harrison Presidential Site does not possess its own liquor license.

No beverages or food of any type will be allowed in the museum area, which includes the entire first, second and third floors. You will need to bring your own ice *The Benjamin Harrison Presidential Site and grounds are entirely smoke free.*

PAYMENT

The payment of a Security/Damage deposit and signed Rental Contract will hold the date and are due at the time of booking the facility. The total facility rental payment, certification of insurance, and completed floor plan sheet are due fourteen (14) days prior to the date for which the facility has been reserved. A check or money order made payable to *Benjamin Harrison Presidential Site* should be mailed in time to arrive on or before the due date. You may pay in person at the facility, Monday through Friday, from 9:00 a.m. to 5:00 p.m. (For payment by credit card, please call 317-631-1888.) **All reservations that have not been confirmed by payment in the aforementioned manner will be cancelled.**

A Security/Damage deposit of \$200.00 is required on all rentals of the facility. Please make the Security/Damage deposit a separate check from your rental payment. In the event no damages or cleanup occur, the Security/Damage deposit will be refunded to you within a reasonable period following the event. You are responsible for cleaning up. Please leave the grounds, classroom and kitchen in the same condition as you found them. Failure to comply with these requirements and the other provisions contained in this Rental Policy will result in forfeiture of the Security/Damage deposit. Cleanup and/or damage costs in excess of the deposit amount must be paid by the individual or organization, and will be billed within thirty days following the event.

Security/Damage deposit and facility fee is not refundable if an event is cancelled within 30 days of scheduled event.

TOURS

All tours must be pre-arranged on the Rental Contract form. There is a gift shop that your guests may wish to visit during the tour. **Tour fees are \$8.00 per guest. No guests are allowed in the museum areas without a member of the staff present. Failure to follow this rule may result in your group being asked to leave the premises.**

GENERAL LIABILITY INSURANCE

Due to the nature of the Presidential Site and its grounds, evidence of General Liability Insurance naming the Benjamin Harrison Presidential Site as an additional insured must be provided at least 30 days before your event. Certificate of Insurance must show a limit of no less than \$1,000,000 per occurrence. In the event Lessee does not currently have General Liability insurance, coverage may be obtained by (1) purchasing a special events policy, (2) extending Lessee's homeowner's policy to cover the Event, or (3) adding additional limits to Lessee's existing policy

Your Responsibilities: In addition to the other responsibilities contained in this Rental Policy, you shall assume all responsibility for and save and hold harmless the Benjamin Harrison Presidential Site and its officers, directors and employees from any damage to or loss of any property of the Benjamin Harrison Presidential Site, and for any personal injury to any person which occurs during or as a result of the event.

ROOM RENTAL RATES

The Benjamin Harrison Presidential Site is an educational and historical facility whose main objectives are to maintain and preserve the home and property of the 23rd President of the United States. The building and grounds shall not be used for any unlawful purpose or for soliciting support for productions, services, items for purchase, or support for an ideological or political methodology being offered to the general public.

An event may not interfere with normal museum operations or with normal public access to the building or grounds. Entrances and exits must not be blocked.

The opportunity to rent the meeting room of the Benjamin Harrison Presidential Site is offered to non-profit organizations, private groups, and individuals.

Bob Annis Presidential Classroom rental is based on three (3) hour increments

Private groups or Individuals:	\$350.00
Non-profit Organizations:	\$200.00

Additional time will be charged in one (1) hour increments at the following rates

Private groups or Individuals:	\$150.00
Non-profit Organizations:	\$75.00

A Security/Damage deposit of \$200.00 is required on all rentals of the facility. Please make the Security/Damage deposit a separate check from your rental payment. It will be refunded to you within a reasonable period following the event. You are responsible for cleaning up. Please leave the grounds, meeting room and kitchen in the same condition as you found them. Failure to comply with these requirements and the other provisions contained in this Rental Policy will result in forfeiture of the Security/Damage deposit. Cleanup and/or damage costs in excess of the deposit amount must be paid by the individual or organization, and will be billed within thirty (30) days of the event.

The Benjamin Harrison Presidential Site does not have interior space or refrigeration space to store items such as beverages, plates, napkins, etc.

When renting at the non-profit rates you must submit proof by either

1. A copy of the IRS letter indicating your organization's eligibility for non-profit status under the application provisions of the Internal Revenue Code of 1986, (or latest letter issued by IRS) as amended.
2. An official document identifying your organization as a unit of state or local government or other tax exempt multi-purpose organization.

RENTAL CONTRACT

Please submit your Security/Damage Deposit and signed Rental Contract to hold your date. These are due at the time of booking the facility. The completed Floor Plan Form and Rental Payment needs to be received by the Benjamin Harrison Presidential Site fourteen (14) days prior to the date of the event. Security/Damage deposit and facility fee is not refundable if an event is cancelled within 30 days of scheduled event.

Please mail to the Benjamin Harrison Presidential Site, 1230 N. Delaware Street, Indianapolis, IN 46202; email to events@bhpsite.org, or fax to (317) 632-5488 ATTN: Special Events. If you have any questions, please call (317) 631-1888.

Rental Contract and Security Deposit due by: _____

Floor Plan, Certificate of Insurance, and Rental Payment due by: _____

Room Rental Amount due \$ _____

(Please note that failure to return by due date will result in cancellation)

Benjamin Harrison Presidential Site Contact:

Delia Robertson, Special Events and Marketing Manager
(drobertson@bhpsite.org | 317-631-1888)

Date of Function: _____ **Type of Function:** _____

Number of people expected: _____ **Food Service: Carry In** _____ **Catered by:** _____

Tour Request: Yes _____ **No** _____ **Number of people for tour** _____ **Time of tour** _____

Please include caterer's arrival & clean up within rental time.

Arrival Time for: Caterer _____ **Guests** _____

Departure Time for: Guests _____ **Clean Up Crew** _____

AV Requirements

TV use request: Yes _____ **No** _____ (This is included in rental cost and is for the TV only. Rentor is responsible for bringing all cords, laptops, thumbdrives, etc)

In addition to the other responsibilities contained in this Rental Policy, you shall assume all responsibility for and save and hold harmless the Benjamin Harrison Presidential Site and its officers, directors and employees from any damage to or loss of any property of the Benjamin Harrison Presidential Site, and for any personal injury to any person which occurs during or as a result of the event. You must submit a Certificate of Insurance no later than fourteen (14) days before the event to cover all damages to and loss of the Benjamin Harrison Presidential Site property as a result of the event and any personal injury to any person, which occurs during or as a result of the event.

I hereby certify that I am an authorized representative of the organization or group listed below, and I have read and understand the Benjamin Harrison Presidential Site Rental Policy. My group will leave the facility in the same condition in which it was found, and I understand that the Security/Damage deposit may be forfeited as a result of not doing so or for the failure to comply with the Rental Policy. I have read and understand the Benjamin Harrison Presidential Site Rental Policy, I understand and agree that the Benjamin Harrison Presidential Site Rental Policy is incorporated into this Rental Contract by reference, and I hereby certify that the organization or group listed below will comply with the Benjamin Harrison Presidential Site Rental Policy in all respects. Staying past the departure time will result in additional hourly payments.

Name _____ **Title** _____

Organization/Group Name _____

Address _____

City _____ **State** _____ **Zip** _____

Phone Numbers: Day _____ **Evening** _____

Signed _____ **Date** _____

FLOOR PLAN

NAME OF EVENT: _____

DATE OF EVENT: _____

Please draw a diagram of how you'd like the room set up below.

