

HISTORIC DECATUR FOUNDATION
RESERVATION REQUEST FORM for
THE CULVER HOUSE

Name of Group _____ Number in group _____

Name of Responsible Party _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Date of Reservation _____ Arrival Time _____ Departure Time _____

Your Caterer _____

Total Fee (including security deposit) \$ _____

CULVER HOUSE RENTAL POLICY

Culver House is happy to be open to groups wanting to enjoy an event in our historic house. Many years have gone into renovating this late nineteenth century home of the prominent John Culver family. The furnishings and artifacts are old and irreplaceable, so we ask that they be treated with care. The privilege of using the house for our event comes with responsibilities. Make sure you and our guests are aware that you will be responsible for any damage incurred to the building or its contents.

RESTRICTIONS

1. Your event can be held Monday - Saturday any time between 10:00 am and 10:00 pm. The house is not available on Sundays, Easter, Thanksgiving, Christmas, New Year's Day, or the day before any of these holidays.
2. Minimum time for your event would be four hours; one hour for set-up, two hours for the event; and one hour for clean-up. Closing hour for an event should be no later than 9:00 pm.
3. 75 guests can be accommodated for receptions; 40 guests for a sit-down meal.
4. Guests have access to the first floor rooms, except the kitchen.
5. Fees do not include:
 - a. Catering (food, beverage and serving costs)
 - b. Liability insurance
 - c. Applicable permits
 - d. Additional furniture not already in the house (chairs, tables, coat racks, etc.)
6. Culver house prefers a minimum of four weeks between the time the reservation is made and the scheduled event.

FEES

For up to 40 guests the fee is \$50.00 per hour for the first two hours and \$25.00 per hour for each additional hour.

For parties larger than 40 guests there will be a fee of \$5.00 for each additional guest.

The hour for set-up and the hour for clean-up will not be charged. Fees do include a tour guide, utilities, and site staff.

A security deposit of \$100.00, the \$100.00 fee for the first two hours, and a signed contract are required to reserve a date. The deposit, fee, signed waiver, and signed contract should be sent to Historic Decatur Foundation, 1851 W. Main St., Decatur, IL 62522. Checks should be made payable to Historic Decatur Foundation.

Immediately after use and the staff inspection, you will be billed for any additional hours of use. If there is no damage, your security deposit will be returned.

Payment is expected in seven days following the event. If the event is cancelled, notify Culver House immediately. A \$25.00 processing fee will be retained and \$75.00 of the security deposit will be refunded.

HOST/CATERER'S RESPONSIBILITIES

Caterers/hosts are responsible for providing all food, beverage and catering services as well as table service, napkins, cups, glassware, etc. The Culver House table service is available for use.

All professional caterers must provide proof of liability insurance, as well as any applicable city, state, or county permits.

Smoking is not permitted inside the house or on the grounds.

Decorations cannot be applied in any form to any part of the building or furnishings without the permission of the staff. The use of tacks or scotch tape is prohibited. No rice, confetti, or birdseed is permitted anywhere on the site. Candles may be used on the dining room table as long as the table is adequately protected from wax damage. No other candles may be lit. With permission of the staff, flower arrangements are permitted with proper protection of the furniture beneath them.

The host is responsible for cleaning the house after the event. This includes removal of decorations, gathering and washing all dishes, and refuse removal.

All refuse should be placed in plastic bags and trash containers provided by the site (by the back kitchen door).

FOOD AND BEVERAGE POLICY

Food is the responsibility of the host/caterer.

Caterers should have sufficient staff to monitor the removal of filled trays and to keep guests from placing glasses and/or cups on the furniture, window ledges, carpet, etc.

DELIVERIES: Arrangements should be made with the staff as to the location and time of deliveries and pick up. Supplies should be delivered on the day of the event and removed upon completion of the event. Deliveries may be brought to the west side kitchen entrance. The staff has authority to initial statements that deliveries were made but cannot be held responsible for misplaced items or billing irregularities. The host or group holding the event is responsible for all deliveries.

CATERER'S USE OF HOUSE FURNITURE: No house furniture or artifacts are to be moved by anyone except authorized staff. The dining room table and chairs are the only exception and may be used to seat guests. When the caterer is setting up, no furniture should be used as bases for chafing dishes, trays, or other serving materials. Failure to comply will cost the caterer his/her privileges and may cost the host his/her security deposit.

Reservation for up to 40 persons for a minimum of 2 hours	<u>\$100.00</u>
Parties larger than 40 persons. \$5.00 per extra person	\$_____
Additional hours (above 2) @ \$25.00 per hour	\$_____
Refundable damage deposit	<u>\$100.00</u>
TOTAL RENTAL REQUEST	\$_____

Please sign the waiver and return with your check for the total price made payable to Historic Decatur Foundation. The refundable damage deposit of \$100 may be submitted in a separate check for ease in refunding, if so desired. **RESERVATIONS WILL BE CONFIRMED WHEN PAYMENT IS RECEIVED.**

HISTORIC DECATUR FOUNDATION

WAIVER FORM

I do hereby waive, release, and hold harmless Historic Decatur Foundation from any and all liability including, without limitation to, liability for any physical or mental injury or aggravation of any pre-existing illness or handicap, property damage or losses, and for any other liability or injury which may be sustained.

In making application for the use of facilities at The Culver House, I agree to be responsible for any breakage of the building or its contents. I further agree to leave the building in the condition in which I find it. I understand the rules for building use and will fully comply with them.

Name

Phone