

Pfeiffer-Janes House and Hemingway Barn Studio Outdoor Areas
Rental Agreement
Hemingway-Pfeiffer Museum and Educational Center
1021 W. Cherry Street, Piggott, AR 72454
870-598-3487

Arkansas State University
Heritage Site

This Agreement, made and entered into this _____ day of _____, 201____,
between the Hemingway-Pfeiffer Museum and Educational Center, (Lessor),
and _____ (Lessee), whose address
is _____

Phone: _____ Cell Phone: _____
_____ Fax: _____ email: _____

Available Monday - Friday, 3:30 - 8:00 p.m.; Saturday 8 - 11:30 a.m. and 3:30 -
8:00 p.m., includes all lawn and paved areas of the House and Barn Studio.
Suitable for small groups or a maximum of 200 guests for a reception, breakfast,
brunch, lunch or dinner. Outdoor areas have indirect lighting, and electrical
outlets. The House has a microwave, refrigerator, sink and work space available
in the basement, accessible through the cellar door. The former pump house is
remodeled as the handicapped accessible restroom.

1. Premises. The Lessor does hereby lease to the Lessee the outdoor areas of
the Pfeiffer-Janes House and Hemingway Barn Studio for \$60 per hour plus
amenities, minimum of 3 hours, for the sole purpose of

_____. Number of
guests expected _____.

2. Rental Term. The term of the Lease is _____ a.m./p.m. to _____ a.m./p.m.
on _____
the _____ day of _____, 201____.
_____ hours x \$60 per hour charge = Rental Cost: \$ _____

3.
Caterer: _____ Phone: _____
_____ Cell Phone: _____ Caterer will arrive at:
_____ a.m./p.m

4. Custody of Property. In the receipt or custody of property of any kind delivered
to the premises by or for Lessee, the Lessor nor any of its employees shall be
liable for any loss or damage to such property. The Hemingway-Pfeiffer Museum
and Educational Center will not receive or provide custody for Lessee's property
prior to the day of the Lease Agreement unless an advance agreement has been
made.

5. Right to Inspect. The Hemingway-Pfeiffer Museum and Educational Center shall at all times be under the control of Lessor and shall have the right at all times to enter the premises to perform Lessor's duties.
6. Property Restrictions. Lessee shall not use or permit the premises to be used for any purpose other than that agreed upon. Lessee further agrees:
- a. to abide by the Hemingway-Pfeiffer Museum and Educational Center Rental Policies;
 - b. to keep doorways, walkways, lifts and stairways free and clear of obstructions;
 - c. not to permit anything to be done which may interfere with free access and passage within the facilities or adjoining public areas, streets and sidewalks;
 - d. not to drive or permit others to drive nails, hooks, tacks or screws into any part of the premises or to apply tape or other materials;
 - e. not to use torch lights, flammable tissue paper, crepe paper or material for decorative purposes or any combustible liquid or substance unless the same has first been approved by the Director or Assistant Director.
 - f. to be liable for any damages to premises, furnishings, amenities or grounds.
7. Museum Tour. The museum staff will arrange a guided tour of the Pfeiffer-Janes House and the Hemingway Barn Studio at _____ a.m./p.m. _____ at \$5 each = Tour Cost: \$_____ or _____ no tour at this time.

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Lessee: _____
 Event Date: _____
 Rental: _____
 Amenities: _____
 Other: _____
 Subtotal: _____
 Decorations: _____ (Reimbursable receipts attached)
 Tour: _____
 Set-up: _____ (_____ persons at \$20/hr)
 Clean-up _____ (_____ persons at \$20/hr)
 Decorating _____ (_____ persons at \$30/hr)
 Balance Due: _____ Received on: _____
 Check # _____
 (Due 1 week before the event.)
 Refundable \$100 Reservation/Clean-up Fee received on: _____
 _____ Check # _____
 (Refundable if canceled 1 week before date of event or with approved clean-up after event.)
 Additional hours cost _____ (_____ hours at \$60 =\$ _____)
 \$100 Reservation/Clean-up Fee refunded to: _____
 _____ Date: _____

Notes:

Lessee agrees to pay the Hemingway-Pfeiffer Museum and Educational Center (Lessor) for damage to grounds or facilities and for any missing or damaged amenities that occur as a result of rental by Lessee. Lessee will receive written notification of damage or loss and an invoice within 10 days of the event and will pay the invoice within 30 days of the event.

Accepted this _____ day of _____, 201__

By HEMINGWAY-PFEIFFER MUSEUM & EDUCATIONAL CENTER (LESSOR)

Signature _____,

Title _____

By (LESSEE)

Signature _____,

Title _____

of _____
