

Educational Center 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 – Saturday, 8 a.m. - 8:00 p.m., the Educational Center has two restrooms, a modern kitchen with a stove, refrigerator, microwave and a 10 cup coffee pot. Conference Room is set with three 8' tables, one 60" half-round table and 24 padded chairs. Covered patio-carport area with ceiling fans can be set for a luncheon area.

1. **Premises.** The Lessor does hereby lease to the Lessee those premises generally known as **Educational Center** at \$50 per hour plus amenities and other expenses for a minimum of 2 hours. Standard set up is included in the rental fee.

Number of guests expected _____.
For the sole purpose of:

2. **Rental Term.** The term of the Lease is _____ a.m./p. m. to _____ a.m./p.m. on _____ the _____ day of _____, 201____. _____ Hours at \$50 per hour = **Rental Cost: \$** _____

3. **Catering.** Lessee will provide. Museum staff will arrange:

Break - \$4 per guest: _____ guests at _____ a.m., Menu

_____ = \$ _____

and _____ guests at _____ p.m., Menu _____ = \$ _____

Lunch - _____ per guest: _____ guests at _____ a.m./p.m. = \$ _____

Menu:

Catering Cost: \$ _____

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 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 of the Museum and Educational Center.

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 per guest = **Tour Cost:** \$ _____ or _____ no tour at this time.

Lessee: _____

Event Date: _____

Rental: _____

Amenities: _____

Catering: _____

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.)

Additional hours cost: _____ (_____ hours at \$ _____ = \$ _____)

\$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 _____
