



**Heartland  
MUSEUM**

# Heartland Museum

PO Box 652, Clarion, Iowa 50525 515.602.6000  
www.heartlandmuseum.org

## Event Room Rental Agreement

Great space for meetings. Included in rental:

- More than 3,000 square feet
- Seating for up to 350
- 8 foot tables & 6, 6 foot round tables
- Access to kitchenette with sink, range, and standard sized refrigerator
- Handicap accessible restroom
- Alcohol not permitted.

Also available, please ask:

- \* PA System
- \* Overhead screen and projector
- \* Piano
- \* Stage access
- \* Dance floor

Room set up for classroom style



Name of Organization or Individual Responsible: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact email: \_\_\_\_\_ Date of event: \_\_\_\_\_ Hours of Usage: (am/pm) \_\_\_\_\_

Type of Event: (Circle one) Meeting Other \_\_\_\_\_

Tables and chairs must be set up by person(s) renting the room.

For meetings, rental fee is per day calculated by number of guests.

- |                    |            |               |
|--------------------|------------|---------------|
| • 10 to 50 guests  | Rent \$100 | Deposit \$100 |
| • 51 to 100 guests | Rent \$150 | Deposit \$150 |
| • 101 to 150       | Rent \$200 | Deposit \$200 |
| • 151 & over       | Rent \$300 | Deposit \$300 |

Please make one check for Rental and one check for Deposit payable to:  
**Heartland Museum**  
Deposit Check will be returned or cashed upon inspection after the event.

If you need an additional day for set-up, an additional fee of \$100 will be required.

Graduations: room rent is \$300 for 10am-6pm, \$200 deposit.

### To insure your Deposit Check is returned, please follow these simple requests.

Please leave the room, kitchen and restrooms as you found them.

- Clean tables, take your trash or pay \$50 dumpster fee
- Vacuum floors, clean restrooms
- Supervise children. There is no access to the museum unless prior arrangements have been made at regular admittance fee.
- Park on Heartland property only, front & side of building or street in front of "Big Red Shed".

I have read and understand the rooms rules and agree to be responsible for all guests and any damages.

Signature: \_\_\_\_\_

Please print name: \_\_\_\_\_

Date: \_\_\_\_\_ **Thank You! Enjoy.**