



Montgomery Historical Society
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Rules and Fees for the Rental of Pratt Hall
Effective 12/15/12
Updated 7/1/15

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Fees: Pratt Hall will be available for rental with the following fee schedule:

May-September:

Member - **\$275** comprised of the following: \$175 + \$100 refundable reservation and cleaning/damage deposit.

Non-member - **\$325** comprised of the following: \$225.00 + \$100.00 refundable reservation and cleaning/damage deposit

October-April:

Member - **\$325** comprised of the following: \$225 + \$100 refundable reservation and cleaning/damage deposit.

Non-member - **\$375** comprised of the following: \$275 + \$100 refundable reservation and cleaning/damage deposit.

1. A deposit of \$100.00 is required to hold a date(s) and is non-refundable if an event is cancelled less than two weeks before the scheduled event.
2. The remaining balance is due in full two weeks before the event date.
3. Fees, in total or in part, for the use of Pratt Hall may be waived by majority vote of the Board of Directors, or the Executive Committee.
4. Civic, Church, and Non-profit groups wishing to use Pratt Hall may do so free of charge at the discretion of the Board.

Rules and Conditions:

1. Users should follow the “Leave No Trace” philosophy and leave Pratt Hall as they found it or better.
2. A Society Agent will be appointed for each event not sponsored by the Society. That Agent will open and close the Hall and serve as the point of contact/facilitator for the User(s). **No keys will be given out.**
3. Prohibited activities will be determined by the Board of Directors and include any activity that could potentially damage the stained glass windows. This may include amplified sound/music.
4. Users of the Hall may not alter or move the furniture, decorations, or artifacts without permission from the Board of Directors, the Executive Committee, or their appointed Agent. This includes the artwork, lights, speakers, equipment, peg boards, and other displays / exhibits.
5. Users must obtain permission for any decorations they intend to use. Use of tape and/or tacks is prohibited on all surfaces, pews, walls etc.
6. Use of confetti, and/or rice is prohibited. Bird seed may be used outdoors on the grounds of the building.
7. Users may not use the artifacts room, cellar, or access the clock tower. The organ may be used by a qualified organist.
8. There is absolutely no smoking or use of fire (candles, lanterns etc.) unless granted by the Executive Committee.
9. No alcohol may be used/consumed in, or on the grounds of, Pratt Hall.
10. Late fall and winter users will not have water so will not have the bathroom available and will need to make other arrangements.
11. Users will be held liable for any and all damage to the building or to any items located therein during the use of Pratt Hall.

This agreement is for the date(s) of _____.

Will there be anyone attending in a wheelchair?_____. (Please note the bathroom is not wheelchair accessible)

