

Sun Prairie Historical Restorations, Inc.
133 West Main Street, Sun Prairie, WI 53590



CROSSE HOUSE (SPHRI) RENTAL TERMS AND CONDITIONS

1. The Crosse House has a seating capacity for 60 guests. It will accommodate 75-100 guests for a stand-up occasion.
2. The house is furnished with 15 - 34" square tables and 60 chairs. It has a vintage dining room table and miscellaneous smaller tables. Tablecloths and chair covers are available for rent in a variety of colors. Sun Prairie Historical Restorations, Inc. (SPHRI) will be responsible for the laundry of the linens.
3. SPHRI is not responsible for setting up or taking down tables, chairs, etc.
4. The rate of rent for the house is \$75.00 per day. Members of the SPHRI will be charged \$50.00 per day. The house has heating and air conditioning which is included in the rental fee.
5. A security deposit of \$100.00 (cash or check) is required. This fee will be refunded in full if the house is left in the same condition as when you took responsibility for the house.
6. If a cancellation is made up to 2 weeks prior to the event, a full refund will be made. Please cancel as soon as you become aware of the conflict so availability is open to others wishing to use the facility.
7. You may use the kitchen facilities to prepare and serve food. It is your responsibility to manage the details of its origin, arrival and clean up.
8. If a caterer is being hired for your event, a USE and CONDITIONS CONTRACT must be signed and approved by a SPHRI representative.
9. Decorations, wall hangings, presentation materials or any other items may not be taped, stapled, or glued to walls, ceilings, woodwork, or fixtures.
10. The serving of alcoholic beverages is permitted on the premises. The renter must take full responsibility of the appropriate amounts that are to be consumed.
11. It is the responsibility of the renter to clean up after the event. All garbage must be removed from the premise.
12. The key must be returned to the representative by 10:00 a.m. the following day. All unclaimed items will be removed after the allotted rental time. We are not responsible for items left behind.
13. Smoking is prohibited in all areas of the Crosse House.
14. The upstairs is unfinished and unsafe at this time. Entry is prohibited.
15. The house is not handicapped accessible at this time. Please make your guests aware of this.

Sun Prairie Historical Restorations, Inc. is not responsible for accidents.

Updated 7/12/10

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CROSSE HOUSE RENTAL AGREEMENT

Date of reservation: _____

Organization: _____

Person Responsible: Name: _____ Phone: (____) _____

Address: _____

Date (s) of event: _____ Time of event: _____

Describe activity planned in detail: _____

Caterer name: _____ Contact phone #: (____) _____

RENTAL REQUESTS:

House:

Of days needed = _____

X \$75.00 per day (non-member)

Or \$50.00 per day (member)

Subtotal House Rental = \$_____. ____

Deposit: \$ 100.00

(Refundable; after positive inspection)

Incidentals:

Tablecloths: \$3.00 @ x _____ = \$_____. ____

Chair covers: \$2.00 @ x _____ = \$_____. ____

(This fee includes laundry)

TOTAL AMOUNT DUE: \$ _____.

Please make two separate checks (deposit & rent) payable to SPHRI

The organization or individual renting the house has read, understands, and agrees to the terms and conditions set forth by Sun Prairie Historical Restorations, Inc. (SPHRI).

Signed: _____

Date: _____

Printed name: _____

Phone: (____) _____

Crosse House (SPHRI) Representative: _____ Phone: (____) _____

Security Deposit Received:
Amount: _____ Date: _____

Security Deposit Returned:
Amount: _____ Date Returned: _____

Member receiving initials: _____

If not returned, specify why: _____

Updated 1/18/10

Sun Prairie Historical Restorations, Inc.
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CATERER - USE AND CONDITIONS CONTRACT

Business Name _____
Address _____ Phone (____) _____
Contact Person _____ Cell _____
Insurance Company _____
Address _____
Agent _____ Phone (____) _____

1. The caterer may use the recently remodeled kitchen facilities at the Crosse House to hold and/or serve food. A limited amount of dishcloths are available and will be laundered by Sun Prairie Historical Restorations, Inc. (SPHRI). There is no dishwasher at this time.
2. Set up of an event is the responsibility of the renter. The client may request that the caterer advise assist, or do the actual service. Be sure it is clear as to whom is in charge of the entire set-up and that the fees (if applicable) are understood.
3. Decorations, wall hangings, presentation materials or any other items may not be taped, stapled, or glued to walls, ceilings, woodwork or fixtures.
4. The serving of alcoholic beverages is permitted on the premises. If the caterer sells and serves the alcohol, the bartender must be properly licensed. Both parties must be liable for the amounts that are consumed.
5. The Crosse House has a limited number of serving items. We recommend a tour of the facility before the event so you can be prepared. Be sure to make arrangements as to the extent of the serving amenities you offer and the gratuities that are charged.
6. Clean up is the responsibility of the renter. Please discuss and agree upon the actual duties of each party so the renter can receive a security deposit refund. Everything must be left as found and all garbage removed from premises.
7. Smoking is prohibited in all areas of the Crosse House.
8. The upstairs is unfinished and unsafe at this time. Entry is prohibited.
9. The house is not handicapped accessible at this time. Please make your employees aware of this.

Sun Prairie Historical Restorations, Inc. is not responsible for accidents.

*For further information,
Please contact: (608) 837-9094 or (608) 837-5078

We the undersigned agree to the terms and conditions set forth in this contract. We understand the responsibilities we have to the client and to Sun Prairie Historical Restorations, Inc.

Caterer: _____ **Date:** _____
SPHRI Representative: _____ **Phone:** (____) _____

Updated 1/18/10