

**Howard County Historical Society Inc.**  
**1200 West Sycamore ~ Kokomo, Indiana 46901 (765) 452-4314**

**The Seiberling Mansion:** includes use of first floor (no kitchen), mansion porches and chairs for up to 25 people. Maximum capacity 25 people.

- \$250 damage deposit due at signing.
- \$200 per hour rental fee for a minimum of 2 hours, due 30 days prior to event.
- \$50-\$100 supervisory staff fee, due same time as rental fee.

**The Elliott House:** includes use of first floor, full catering kitchen, 2<sup>nd</sup> floor dressing room, two bathrooms, house porches, and tables and chairs for up to 50 people. Maximum capacity 50 people.

\$200 damage deposit due at signing.

**Monday-Thursday:** \$50 per hour rental fee for a minimum of 3 hours, due 30 days prior to event.  
 \$325 rental fee for full day (7 hours), due 30 days prior to the event.

**Friday-Sunday:** \$75 per hour rental fee for a minimum of 3 hours, due 30 days prior to event.  
 \$400 rental fee for full day (7 hours), due 30 days prior to the event.

Table sizes: (8) 60” round, (10) 18” x 8’ rectangle, (2) 18” x 6’ rectangle, (10) 24” x 6’ rectangle

**Grounds:** includes use of east garden, mansion porch and grounds between mansion and Elliott House. No access to interiors or restrooms.

- \$200.00 damage deposit due at signing.
- \$125.00 per hour rental fee for a minimum of 2 hours, due 30 days prior to event.
- \$100.00 per hour rental fee for each additional hour.

***Mansion, mansion porches and grounds in front of mansion are not available for rentals or rental set-up during regular museum business hours Tuesday-Sunday 1-4 PM nor during some seasonal special events.***

<b>Cancellation Schedule</b>	
Cancellation received more than 14 days prior to event.	Rental fee refunded. Damage deposit refunded.
Cancellation notice received 14 – 6 days prior to event.	50% of rental fee retained. Damage deposit refunded.
Cancellation notice received 5 days or less prior to event.	100% of rental fee retained. Damage deposit refunded.

## HOWARD COUNTY HISTORICAL SOCIETY RENTAL POLICIES

- All food, trash and decorations must be removed from the building when you leave at the close of your rental. Nothing may be left in facilities overnight.
- All spills and food mess must be cleaned up. Includes mess inside or on kitchen appliances.
- All physical barriers in the facility will be respected.
- Smoking is prohibited in or near the buildings.
- Under no circumstances are open flames allowed in the Seiberling Mansion or Elliott House.
- Neither the user nor anyone connected with the event shall move or handle any museum artifacts. Any changes to the facilities to accommodate the event will be at the discretion of the director.
- Food and beverages are prohibited in the museum (Seiberling Mansion) at all times unless under the control and supervision of the museum staff. Food and beverages are allowed on the museum porch, the grounds and inside the Elliott House.
- Decorations other than table displays, settings and centerpieces must be approved by the director and must not cause damage to the property or leave evidence of their use after removal. Tape and other adhesives are only allowed on tables and chairs.
- ***To assure the return of your damage deposit, please leave the building as you found it.***

The user is legally and financially responsible for any theft of, or damage to, any artifact, whether historical or decorative, on the rental premises or damage to the facilities structure itself, caused by the user, his employees, agents, or persons under his control or supervision. If suit must be brought to enforce any provision of this agreement all parties renting agree to pay attorney fees, cost and interest. In the event that damages exceed the damage deposit the users will be charged on a time and materials basis. If there is no damage to the property or disorderliness of either conduct or materials, the damage deposit will be refunded. All refunds are processed within ten (10) business days after your event or notice of cancellation.

If HCHS is unable to provide the facilities for use because of a reason beyond its control, the Society and user are excused from contract, and the Society will refund all amounts previously paid by the user. HCHS reserves the right to refuse any and all rental requests providing such refusal does not constitute unlawful discrimination. Any member of the museum staff or officer of the Board of Trustees has the right to make any decision necessary, including termination of the event, to protect HCHS-managed property, visitors or participants.

***HCHS RECOMMENDS FOLLOWING ALL CDC AND STATE REQUIREMENTS FOR SOCIAL GATHERINGS.  
FOLLOWING YOUR EVENT, PLEASE LEAVE ALL USED TABLES AND CHAIRS SET UP FOR SANITIZATION.***

## RENTAL APPLICATION

Please read the accompanying regulations before submitting this application. Reservations are handled on a first come, first served basis. Historical Society staff will review the completed application and notify you of its status. Once approved, a signed contract and payment of the damage deposit are required to complete the reservation. Until the deposit and rental fee are received, there is no reservation.

**NAME:** \_\_\_\_\_

**BUSINESS/ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**PRIMARY PHONE:** \_\_\_\_\_ **SECONDARY PHONE:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

*30 minutes of set-up and tear-down time allowed prior to and following paid time.*

**Description of Event:** \_\_\_\_\_

**Number of people expected to attend:** \_\_\_\_\_

**Seiberling Mansion & Elliott House:** \_\_\_\_\_ **Mansion Only:** \_\_\_\_\_

**Supervisory Personnel:** \_\_\_\_\_ **Hours:** \_\_\_\_\_

**Elliott House Only:** \_\_\_\_\_ **Garden, Porch & Grounds:** \_\_\_\_\_

**I have received and read the terms of rental, including policies and regulations, and agree to abide by them. When applicable, damage deposit is refunded within ten (10) business days of event to the address provided above.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Damage Deposit: \$** \_\_\_\_\_ **Paid Date:** \_\_\_\_\_ **Staff Initials:** \_\_\_\_\_

**Rental Fee: \$** \_\_\_\_\_ **Paid Date:** \_\_\_\_\_ **Staff Initials:** \_\_\_\_\_

**Key #** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Date Returned:** \_\_\_\_\_

*Key may be returned by dropping through the mail slot on museum office door.*