

# NORTHERN ROCKIES HERITAGE CENTER

AT HISTORIC FORT MISSOULA

30 Fort Missoula Road; Missoula, MT 59804: OFFICE: 728-3662; FAX: 542-0601

See NRHC'S WEBSITE EVENT CALENDAR at:

For Emergencies Call: Jim: 728-4373; Bruce: 239-2831; Booking Agent: 396-4750; Tate: 549-5346

For WEDDINGS & EVENTS Processing Call: Booking Agent: 396-4750

## <><>LEGAL CONTRACT and RULES for SHORT-TERM RENTAL<><>

[See Attached Sheets for Rules & Procedures]

Please NOTE: The signatory, below, accepts legal liability for any damage to or theft of NRHC property, and/or for any injury to any person or persons attending the event at the facility described below. The signatory also accepts legal responsibility for maintaining order at, and clean-up of, the event, and for complying with all NRHC rules and applicable municipal/state/federal codes and regulations.

NAME OF ONE PERSON (Responsible for Event and Contact Person) \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ CELL \_\_\_\_\_ OTHER PHONE \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_ WEBSITE \_\_\_\_\_  
IF ORGANIZATION, NAME: \_\_\_\_\_ NPO? \_\_\_\_\_

→SELECT facility below (A SEPARATE, \$750/refundable DEPOSIT CHECK IS MANDATORY for all Heritage Hall Events)

HERITAGE HALL & Grounds (\_\_\_)      PARADE GROUNDS only (\_\_\_)      SOUTH LAWN only (\_\_\_)  
\$1475/event; limit 225-250      limit 500      limit 200

Grounds may not be available when Heritage Hall is rented. Please inquire on availability and price.

EVENT DATES(s) \_\_\_\_\_ TIME (from) \_\_\_\_\_ (to) \_\_\_\_\_

Pre-event Prep Date & Time \_\_\_\_\_

DESCRIBE THE EVENT: \_\_\_\_\_  
\_\_\_\_\_ <>Number of people attending: \_\_\_\_\_

ALCOHOLIC BEVERAGE USE? \_\_\_\_\_ <>KITCHEN USE? \_\_\_\_\_ <>USE of NRHC LAWN TENT if available? \_\_\_\_\_

NOTE: NRHC'S 30'X40' seasonal lawn Tent is generally up from mid-May thru mid-October, but can not be guaranteed. All self-provided LAWN TENTS & other outdoor structures require NRHC pre-approval and contract notation.

CATERER \_\_\_\_\_ Rental Co. \_\_\_\_\_

LESEE SIGNATURE (SAME person AS ABOVE, only) \_\_\_\_\_

SIGNATURE OF PERSON RENTING the FACILITY;  
Certifying Renter's Agreement to all Rules & Procedures

IMPORTANT: You must contact us at least two days prior to your event to verify entry key code

→RETURN the contract and security deposit to: NRHC, 30 Fort Missoula RD, Missoula, MT 59804

--Keep other pages for your information

THIS CONTRACT AND ITS EVENT DATE[s] ARE INVALID UNLESS ALL INFORMATION LINES ARE FILLED OUT, FEES PAID AND SIGNATOR HAS VERIFIED TO NRHC RECEIPT of hardcopies of contract & rules

Office Use Only: 1<sup>st</sup> walk through date \_\_\_\_\_ Mandatory Pre-event walk through date \_\_\_\_\_

Security Code # \_\_\_\_\_

Security Deposit: Check # \_\_\_\_\_ Name \_\_\_\_\_

Postmark \_\_\_\_\_ Date Deposited \_\_\_\_\_

Fee: Check # \_\_\_\_\_ Name \_\_\_\_\_

Postmark \_\_\_\_\_ Date Deposited \_\_\_\_\_

Special Terms/Needs: \_\_\_\_\_

\_\_\_\_\_

*Northern Rockies Heritage Center*  
*Public Use Facilities at Historic Fort Missoula*

## **GENERAL INFORMATION – Heritage Hall Facility**

NRHC is a public-benefit, non-profit organization with limited staff and material resources, which provides only limited logistical support for your self-supervised event. Please see “Facility Specifications” (below) for details.

**PAYMENTS:** Rental fee and security deposit payments are accepted by check-only, and only from the contract signer, unless exceptions are pre-approved by NRHC Booking Agent.

**SECURITY DEPOSIT:** The event is reserved when check and contract are received. The check is fully refundable if the contract has been fulfilled. A deduction will apply if the event is cancelled; the refunded amount will depend upon the cancellation date’s proximity to the event.

**RENTAL FEE:** Must be received, at least (5) five weeks prior to the event unless otherwise authorized by NRHC’s booking agent. All checks must memo the event’s name and full date – Example: Smith Wedding/May 09-11, 2012.

**EVENT SUPERVISION:** NRHC does not host or supervise your event – the private contract signer does, and is the sole party responsible for:

- Communicating with NRHC’s booking agent and/or staff about event details
- Regulating behavior of all event guests, participants, caterers, etc.
- Preventing damage to the Heritage Hall facility
- Completing renter clean-up and facility shut-down duties – so that the facility is left in the same clean and orderly condition in which it was found.

### **CONTRACT SIGNER’S CLEAN-UP and SHUT-DOWN RESPONSIBILITIES INCLUDE:**

- A. Returning all table/chairs/furnishings to original or designated positions
- B. Basic clean-up of all floors, rugs, countertops, appliances and outside areas
- C. Depositing all trash into driveway dumpster (behind cedar fence gate)
- D. Shutting off all interior lights, and locking all exit/entry and A.D.A restroom doors when leaving

**NOTE:**

- Ensuring reasonable clean-up by food caterers and/or other independent vendors of the event is also the contract signer’s responsibility.
- Cleaning supplies and tools are available

### **CUSTOMER USE OF NRHC’S 30’X40’ SEASONAL LAWN TENT**

- NRHC’s fixed-location Seasonal Tent is usually available from mid-May through mid-October, but exact setup and takedown dates can vary from year to year depending on spring and autumn weather conditions
- Due to other unpredictable factors, such as vandalism and prior-customer damage, NRHC can not guarantee the Tent’s availability for any HH event
- If the Tent becomes unavailable during season, the customer will be notified as soon as possible and a pro-rata fee rebate issued on a case by case basis
- Open flames & BBQ’s are prohibited under or near the Tent; only code-approved propane heaters may be used under the Tent – securely stabilized to avoid toppling, and placed only under the high centerline of the interior peak.

All self-provided LAWN TENTS & other outdoor structures require NRHC pre-approval and contract notation.



