

DATE: \_\_\_\_\_

FEE: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

DEP: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

CLEANING FEE PAID: \_\_\_\_\_

The Heritage House

Rental Agreement

Orgnaization/Individual \_\_\_\_\_ (Lessee”)

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Date of  
Rental \_\_\_\_\_

Function \_\_\_\_\_

Time-  
From \_\_\_\_\_ to \_\_\_\_\_

Caterer’s Name/phone number \_\_\_\_\_

Will Alcohol be served?    Yes    or    No

The Heritage House/ The Bremen Textile and Railroad Museum Inc. (“Lessor”) agrees to rent to Lessee and Lessee agrees to rent, pursuant to the terms and conditions set forth herein, The Heritage House is located: 211 Gordon Street, Bremen, GA 30110

1. Rental Area: The area being rented under this agreement is the *downstairs, upstairs outside and porches*. The house is being rented only for the times set above. The times specified include both the time for the function and any preparation and clean-up needed by the Lessee. **NO FUNCTION SHALL EXTEND BEYOND 12:00 MID-NIGHT.**
2. Rental Fee: The rental fee is \$ \_\_\_\_\_ and must be paid in full no later than one month before the rental date. A separate damage deposit of **\$250.00** (two hundred fifty dollars) must be paid at the time this agreement is signed. A cleaning fee of **\$75.00** is also due one month before the date of rental. If additional clean up after your rental is needed it will be deducted from your damage deposit. The damage deposit shall be applied to any expense incurred by Lessor as a result of Lessee’s failure to abide by the terms of this agreement or the rules and regulations. If Lessee complies with all terms, the damage deposit will be refunded.

3. **Rental Key:** The entrance key shall be picked up at 232 Tallapoosa St, Bremen and returned to the night deposit box at the same location as the key was picked up. A fee of \$20.00 per day will be charged if the key is not returned as specified.
4. **Condition of House and Premises:** The house will be rented to Lessee in clean condition, with all equipment and furnishings in good order, unless otherwise stated. Any tables, chairs or other furnishings of the House shall be left in the same place and condition as rented. If Lessee fails to do so, Lessor may withhold all or any part of the damage deposit as Lessor deems appropriate.
5. **Services and Items provided by Lessor:** The House contains, for the use of Lessee, dishwasher, stove and kitchen space, toilet paper, basic cleaning supplies, paper towels.
6. **Permitted Use:** Lessee may use and occupy the Heritage House for any lawful purpose; provided, however, said use or purpose is of a type not likely to result in damage to the House and its furnishings.
7. **Access to House:** The Lessee agrees to provide access to the house at anytime during the rental to a member of the Bremen Textile and Railroad Museum board of Directors or Staff.
8. **Liability :** In accepting the Heritage House facilities of Lessor under this rental agreement, Lessee does hereby assume all liability for any damage or injury to persons or property while on premises of the Heritage House, and further agrees to hold harmless and indemnify Lessor, its Board, Members and Staff for any claims for such damage or injury occurring to the property or persons of the Lessee, inclusive of but not limited to their guest or anyone attending the function for whatever reason. In addition, Lessee agrees to pay for any damage by the caterer or by any persons in attendance, and Lessee further agrees to abide by all laws and ordinances, and hold Lessor harmless in this regard. The agent signing this agreement for Lessee is authorized by his organization (or other) to execute this agreement on behalf of same.
9. **Cancellations:** The Lessee will receive a refund of fees, LESS A \$50.00 ADMINISTRATIVE FEE, for rentals canceled 90(ninety) days in advance. Lessee will receive a 50 %( fifty percent) refund for rentals canceled at least 30 (thirty) days in advance. No refund will be made if a rental is canceled less than 30(thirty) days prior to rental date.
10. **Rules and Regulations:** In addition to the foregoing, Lessee agrees to abide by the attached list of rules and regulations, a copy of which to be signed by the Lessee.
11. **The Heritage House is not responsible for any items left by the Lessee, Caterer or guest.**
12. **Recommendations regarding caterers will be given upon request. Lessor does not endorse private businesses.**

LESSEE (TENANT)

\_\_\_\_\_

Authorized Agent

Date: \_\_\_\_\_

LESSOR (LANDLORD)

The Heritage House/ the Bremen Textile and Railroad Museum INC.

By: \_\_\_\_\_

Date: \_\_\_\_\_