



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

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. Effective November 2019, the rate of rent for the house is \$150.00 per day. Members of the SPHRI will be charged \$100.00 per day.
5. A security deposit of \$100.00 (cash or check) is required along with a signed contract at the time the reservation is made. This fee will be refunded in full, if the house is left in the same condition as when you took responsibility for the house. Full payment for the rental must be received 2 weeks prior to the event date. Payment may be required earlier if another client requests the same rental date to confirm the reservation.
6. If a cancellation is made up to four (4) weeks prior to the event, a full refund will be made. Please cancel as soon as you become aware of any conflict, so availability is open to others wishing to use the facility. In the event of a snow emergency declaration by the City of Sun Prairie prohibiting parking on all city streets, the rental fee and deposit will be refunded, if the event is cancelled.
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, the CATERER USE & 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, nailed 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. No sales of alcohol are permitted on the premises.
11. It is the responsibility of the renter to clean up after the event. All garbage must be removed from the premise as the House does not have City garbage pick-up.
12. The key must be deposited into the House mailbox by the end of the rental date(s). 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.



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's name _____ Contact ph # (____) _____

		RENTAL FEES	
House Rental			
# Of days needed	_____	X \$150.00 per day (non-member) or \$100.00 per day (member)	
House Rental			\$ _____ *
Incidentals (if needed)			
Tablecloths		\$3.00 @ x _____	\$ _____
Chair covers		\$2.00 @ x _____	\$ _____
(This fee includes laundry)			
Incidentals Total			\$ _____ *
Deposit	(Refundable; after positive inspection)		\$ 100.00 **
TOTAL AMOUNT DUE			\$ _____
Please make 2 separate checks (Rental & Incidentals* and Deposit **) 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: (____) _____	

For Crosse House (SPHRI) use only:

Board Member Approving this Rental - Name _____

Amount of Rental Payment Received \$ _____ Date Received: _____

Security Deposit Received on _____ Returned on _____

[] A copy of this agreement has been given to the SPHRI Treasurer for the financial records