



**Rental Reservation for
The Historic Borden Museum
207 E Main Street
Borden, IN 47106**

Event Date _____

Deposit \$ 75 + Fee \$ _____ Total \$ _____

Payment to be received no later
than 7 days before event.

Contact: Wood Township Trustee Renie Coffman 812.725.5704

Person & Organization Responsible Name: _____

Address: _____

Phone: _____

Email: _____

Event: _____

RENTAL FEES SCHEDULE

- [] 10^{AM} - 9^{PM} All Day Wood Township Residents \$ 60 [] Out of Township Reservation \$ 75 []
- [] 12-5 Other Wood Township Residents \$ 60 [] Out of Township Reservation \$ 75 []

We Require a \$75 Refundable Deposit Which Will Be Returned Within 10 Days After Satisfactory Inspection.

Cleaning Fee of \$50 Will Be Charged if Facility is NOT CLEAN When You Leave.

WE PROVIDE	IF UTILIZING KITCHEN	NOT ALLOWED	MISCELLANEOUS
- Trash Bags	You Will Need Your Own	- ALCOHOL	- Handicap Access
- Hand Soap & Paper Products for Restrooms	- Pots & Pans	- Pets - ONLY SERVICE DOGS	- Smoking Outside ONLY in Designated Area
	- Cooking Utensils	- Tape, Push Pins or Staples	- Balcony and Stairs
	- Dish Soap and Towels	- Items Hung from Ceiling	CLOSED until further Notice
		- Children on Stairs	

**ADJUST HEATING UP TO 76⁰ MAX - RETURN TO 68⁰ / AIR CONDITION TO 72⁰ MAX - RETURN TO 78⁰
PLEASE LEAVE VENUE SET UP AS IT WAS WHEN YOU ARRIVED - TABLES & CHAIRS TO ACCOMMODATE 100**

I / We agree to comply with laws of the State of Indiana including obtaining any necessary permits or licenses.

INDEMNIFICATION AGREEMENT The Renter agrees to defend, indemnify and hold harmless Wood Township from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from Wood Township by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this contract regardless of which claim, demand, damage, loss, or cost of expense if caused in whole or in part by the negligence of the Renter, Wood Township, or any third parties, or by the agents, servants, employees or factors of any of them.

Please sign and return with payment. Make Check Payable to Wood Township

Mail to: Wood Township Trustee 24406 Tom Evans Rd Borden, IN 47106 *Thank You!*

Signature _____ Date _____

Clean Up Check List on Page Two, Please complete and leave on table at conclusion of your event!

KEY BOX on Fireside Room Door. CALL 812.725.5704 for Access Code. SCRAMBLE CODE after entry.

FOR OFFICE USE ONLY	Payment Rec'd ____/____/____	CK # _____	FEE \$ _____	+ DEPOSIT \$ 75	Total \$ _____
Deposit Returned Date	____/____/____	Amount \$ _____			

AT CONCLUSION OF YOUR EVENT

**Your Clean Up Makes it Possible to Keep Our Rental Rates Low.
We Appreciate Your Help!**

Name _____ Date of Event _____

Please Initial Check List as items are completed (for Deposit to be returned).
Leave this List on Table in Fireside Room

CLEANING SUPPLIES ARE IN JANITOR CLOSET NEXT TO RESTROOM

We Will Return your FULL Deposit Within 10 days after Satisfactory Inspection.

- [] CLEAN OFF ALL TABLES & CHAIRS USED with CLOROX WIPES
- [] SWEEP FLOOR & MOP AS NEEDED
- [] VACUUM CARPET IN FIRESIDE RM, KITCHEN & STEPS IF USED
- [] WIPE OFF REST RM COUNTERS & SINKS with CLOROX WIPES
- [] IF KITCHEN USED, WIPE OFF ALL COUNTERS & BAR AREA USED, SINK & APPLIANCES with CLOROX WIPES
- [] TURN OFF ALL ELECTRIC IN KITCHEN: STOVE, COFFEE MAKER, etc.
- [] PLEASE DO NOT LEAVE ANY FOOD; CHECK REFRIGERATOR, FREEZER & OVEN
- [] DON'T FORGET TO TAKE YOUR POTS, PANS, UTINSELS, DISH TOWELS & PERSONAL ITEMS BROUGHT WITH YOU
- [] SET THERMOSTATS ON 68°
- [] IN COLD WEATHER OPEN CABINET DOORS UNDER SINKS IN BOTH BATHROOMS & UNDER KITCHEN SINK
- [] EMPTY ALL TRASH & PLACE IN OUTSIDE GARBAGE CANS TO RIGHT OF KITCHEN DOOR (Don't forget to empty trash in Rest Rms)
- [] TURN OFF ALL LIGHTS (Lamp Lights Outside Will Remain On)
- [] LOCK ALL DOORS & RETURN KEY TO LOCK BOX ON OUTSIDE FIRESIDE ROOM DOOR - SCRAMBLE CODE - **MAKE SURE BUILDING IS LOCKED & SECURE**
- [] IF SOMETHING WAS BROKEN PLEASE TEXT US AT 812.725.5704

Thank You!

Renie Coffman, Wood Township Trustee 812.725.5704

Set up in the MUSEUM there are

10 - 6 Foot Tables

2 - 8 Foot Tables

62 Chairs

FEEL FREE TO CONFIGURE HOWEVER SUITS YOUR EVENT BUT RETURN TO INITIAL CONFIGURATION AT CONCLUSION.

In the FIRE SIDE ROOM there are

2 - 6 Foot Tables

14 Chairs

TOTAL OF 12 – 6 Foot Tables, 2 – 8 Foot Tables and 76 Chairs Set Up

IF YOU NEED MORE CHAIRS THAN THAT, WE CAN ACCOMMODATE UP TO 100, JUST LET ME KNOW.

The Balcony is presently OFF LIMITS and has been roped off. This is Due to SAFETY ISSUES so please Make Your Guests Aware of the Situation.

NO PARKING IN GRASSY AREA between the Church and Museum. IT'S TOO DANGEROUS. Dead Limbs are falling out of some soon to be taken down trees. Please ask your Guests to Park in the Parking to the Right of the Museum. You can unload in front of the Museum but please park in the parking lot.

If you have any questions, don't hesitate to call me at 812.725.5704.

Thank You!

**Renie Coffman
Township Trustee**