



## Patron Agreement

THIS AGREEMENT is between the Milan Museum, Inc. and \_\_\_\_\_ (the "Patron") for the use of certain areas of the Milan Museum, located at 10 N. Edison Drive in Milan, Ohio.

**The Milan Museum is an historic landmark that contains many valuable, priceless and irreplaceable objects and furnishings, therefore, the patron and all guests and workers of the patron will be required to exercise special care during their use of the facility.**

- Rental Agreement and Fee** The Milan Museum will make available for the Patron's use the Gift Shop restroom area and the grounds of the Milan Museum on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of \_\_\_\_\_ (the "Function"). The number of people who will attend the Function shall not exceed two hundred and fifty (250). In consideration for the use of the Milan Museum, the Patron will pay the Museum a fee of \$ \_\_\_\_\_ (*rental*), which is due in full thirty (30) days before the Function. Charges for any special services are due at the same time unless other arrangements have been made with the Executive Director. Failure to pay the rental fee or special services charges when due will, at the Museum's option (and by written notice to Patron), result in automatic cancellation of Patron's reservation. A late fee of \$5.00 per day may be assessed at the Museum's discretion to all delinquent payments.
- Area and Hours** The Patron acknowledges that the use of the Milan Museum by the Patron's guests and workers is strictly limited to the areas specified above and that any use of the Museum section is solely at the discretion of the Museum Director. Other Museum related activities may occur at the same time as the Function, and the Museum will make good faith efforts to schedule such activities in a manner that does not interfere with the Function. The Patron also acknowledges that the use of the Museum by the Patron's guests and workers (including caterer's set-up and clean-up time) is strictly limited to the hours specified above. There will be an additional charge per hour (or portion of an hour) for occupancy of the Milan Museum before or after the times indicated above. **The Milan Museum closes at midnight, without exception.**
- Initial Payment** The Patron's reservations are final only upon the payment of one-half the total rental which is to accompany the signing of this Agreement. **Until the patron pays the initial payment, the patron has no reservation.**
- Cancellation** If you cancel your reservation 30 days or more prior to your event, we will refund to you all monies received on your account. Cancellation 30 days or less will result in no refund. One half of the total room rental is due at the signing of the contract. The remaining balance of the rental is due thirty (30) days prior to the event. If you fail to make the payments the Museum may consider your reservation cancelled and retain any monies paid. If the Museum, for reasons beyond its control, is unable to allow you to use the grounds at the times indicated, the Milan Museum will refund all monies.
- Restrictions** The Patron and the guests and workers of the Patron must comply with all applicable laws, ordinances and regulations in their use of the Milan Museum, including the obligations set forth in this Agreement, and the Milan Museum Rental Policies and Conditions, a copy of which accompanies this Agreement. Serving liquor in violation of Ohio Liquor Laws, using illegal drugs, smoking in the Museum galleries or on Museum grounds and intoxication are strictly prohibited. Failure to comply with these stipulations shall result in forfeiture of all monies paid by the Patron and the removal from the Milan Museum of the Patron, and all guests and workers of the Patron.
- Liability** The Patron is responsible for any damage to the Museum (including the grounds and property around the Milan Museum) and to any personal property on or around the Museum that is caused by the negligence of the Patron or the guests or workers of the Patron, and the Patron's responsibility is not limited by the amount of the security

deposit. The Milan Museum will not provide security for the Function, and is not responsible for the personal safety of the Patron, or the guests and workers of the Patron arriving at, attending/working or departing from the Function. The Patron will indemnify and hold the Milan Museum and its employees harmless from any damages, liability, claims or expenses, including, but not limited to, reasonable attorney fees, sustained or incurred during the Function thereof. The Patron must provide a copy of their insurance rider for the event ten (10) days prior. All personal property of the guests and workers of the Patron should be removed from the premises after the Function unless prior arrangements are made; the Milan Museum is not responsible for such items whether lost, stolen, damaged or left at the Museum following the Function.

**IN WITNESS WHEREOF**, the Milan Museum and the Patron have signed this Agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Milan Museum Representative

Patron:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

I have read and accept the provisions of the Milan Museum Rental Policies \_\_\_\_\_ (initial)

Please sign copy of the Patron Agreement and return it with your initial payment to:

Executive Director  
Milan Museum  
10 N. Edison Drive  
Milan, OH 44846  
419.499.2968