

## OUTSIDE GROUNDS

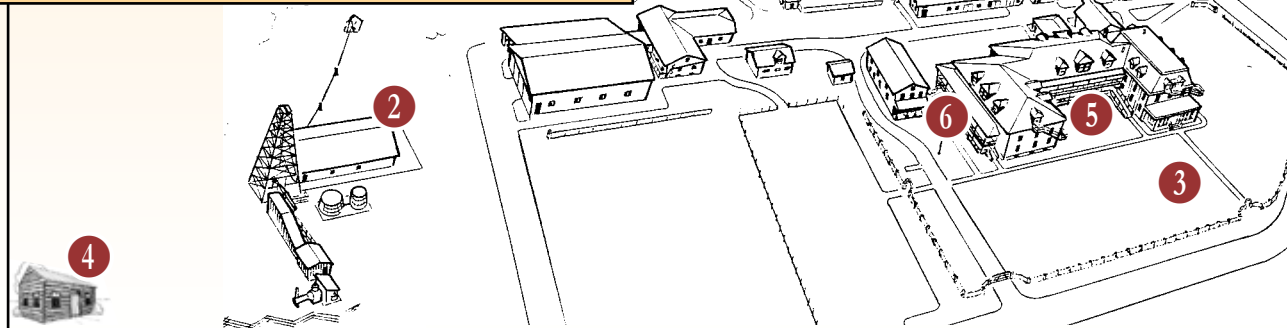
The 50-acre grounds of the Wood County Historical Center include a variety of areas for reunions, ceremonies, picnics, and special events. This lush and unique backdrop is often used by photographers for senior photos, family gatherings, or artistic projects. Popular rental areas include:

- Herb garden **1**
- Boomtown & Oil Derrick **2**
- Lyle Fletcher Arboretum **3**
- Log Cabin **4**
- Center or East Wing Porches **5** **6**
- Corn Barn (*coming soon*) **7**
- Shelter House (*coming soon*) **8**

Many original outbuildings still adorn the property including the Lunatic Asylum, Pestilence House, and Ice House. These buildings provide a unique and lovely backdrop, and can be open for viewing during business hours.

### Hold Harmless and Indemnification

In consideration of the Wood County Commissioners granting permission to have a ceremony, reception, or other function performed at the Wood County Historical Center, the organization/guest on behalf of themselves, and all their guests in attendance agree to indemnify and hold harmless Wood County, its Board of County Commissioners, board members and employees of the Wood County Historical Society, and all Wood County employees, agents, heirs and assigns from and against all claims, damages, losses and expenses including reasonable attorney's fees in the event that they or any of their guests, family, relatives and all other persons attending said ceremony, receptions, or other function would have cause to bring an action arising out of bodily injury, illness, death or property damage while on Wood County property.



### Grounds Rules & Regulations:

- Grounds are maintained by the Wood County Park District and are open to the public from dawn to dusk.
- Reservations are necessary to avoid conflicts with Museum and Park events.
- One handicap-accessible portable rest room is located in Visitor Parking Lot.
- Please do not stand or sit on the Brandeberry stone wall surrounding the property. This wall is an original structure built in the early 1900s.
- Please do not pick any flowers, plants, or herbs from the grounds. Leaf collection is permitted.
- Please dispose of any trash in one of the many trash cans throughout the site.

### Prohibited:

- Firearms.\*
- Open flame\* (candles, fire pit). Grills are acceptable
- Tape, nails, tacks or anything attached to Museum walls or ceilings. Picture rail and hooks are available.
- Live plants.
- Animals inside Museum. Service animals permitted.
- Smoking inside Museum.
- Food and drink must be confined to the Meeting Rooms or Kitchen and is prohibited in the Museum.
- Alcohol is not permitted on the grounds or inside museum.
- The Staff reserves the right to contact the Wood County Sheriff's Office or Wood County Park District Rangers for any infraction or disruption.

\* *Special arrangements can be made for reenactment and scout groups that camp on the grounds.*

## Facility Use Policy

# Rentals, Tours, and Programs

## WOOD COUNTY Historical Center & museum



THE WOOD COUNTY HISTORICAL CENTER & MUSEUM  
 13660 County Home Road  
 Bowling Green, Ohio 43402  
 Conveniently located off I-75 at exit 179

419.352.0967 · [www.woodcountyhistory.org](http://www.woodcountyhistory.org)

woodcountyhistory OnCountyHomeRd

## RENTAL FEES Indoor and Outdoor

### Deposit: \$100.00

- Deposit is due 14 days after making a verbal commitment to hold the reservation.
- Deposit will be returned within 14 days after event if the facilities are left in proper condition and all expectations are met:
  - Arrive and leave on time.
  - Vacuum all areas used (if applicable).
  - Wipe off tables.
  - Leave room or grounds in same condition as when you arrived.
  - Clean up any kitchen mess (if applicable).
  - Remove any tables, chairs, or accessories that you brought with you.

### Monday - Friday Week Day Business Hours: 9 AM - 5 PM

Minimum 4-hour rental: \$150

Monday-Friday 9am-5pm (8-hour) rental: \$300

Each additional hour until 8 PM: \$25 each hour

Each additional hour after 8 PM: \$50 each hour

### Saturday - Sunday Weekend Business Hours: 12 PM - 4 PM

Minimum 4-hour rental: \$150

Each additional hour before Noon: \$25 ea. hour

Each additional hour after 4 PM: \$75 each hour

### Additional Information:

>> Final payment is due 14 days prior to event.

>> Make checks payable to WCHS.  
Credit and debit cards accepted.

>> Ask about discounts for WCHS Members and Wood County agencies.

### AMENITIES:

Any rental of the Historical Center will include these amenities at no extra cost:

- Inside Tables and Chairs (*includes set-up*)
- Garbage and Recycling Containers (*includes removal*)
- Use of kitchen including refrigerator, freezer, oven, microwave, sink, and counters
- Wi-fi (must provide own laptop)
- Podium (floor or table-top)
- American Flag
- ADA-accessible restrooms
- Wheelchairs (2)
- Projection Screen
- 110 Electrical Access (inside or outside in select locations). For 220 electric, there is an extra \$25 fee.
- Parking

### ALSO AVAILABLE:

Additional amenities are available for additional rental costs:

- Projector (*must provide own laptop*)..... \$25
- Sound System & Microphone ..... \$25
- Television & DVD..... \$25
- Outdoor Chairs (120) and benches..... \$50
- 30-minute Staff Presentation..... \$25
- Self-guided museum tour .....\$5/person
- Outdoor 220 Electrical Box ..... \$25
- Electric Claranova Piano..... \$25

### Meeting Room:

- Room Size: Approximately 17-1/2' wide by 60' long
- Seats 66 at round tables; 72 lecture style
- Tables and chairs provided. Set-up and tear-down included.
- Carpet, Windows, External and internal doors

### Tables:

- (12) card tables (seats 4)
- (12) rounds (seats 6)
- (6) 6' rectangular tables (seats 8)

### Chairs:

- Indoors: (72) metal folding chairs and set-up included with rental
- Outdoors: (120) metal folding chairs available for additional \$50, set-up not included.

### You are responsible for:

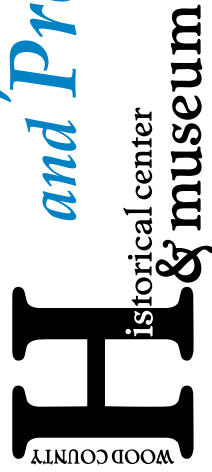
- Extension cords, power cords
- Dollies, carts, & help with loading and unloading
- Plates, Cups, Napkins, Silverware, Glassware
- Coffee, Coffee Pot, Warmers
- Food and Beverage
- Tablecloths, linens

## PAYMENT & CANCELLATION POLICY

- Deposit is due 14 days after making reservation.
- Final payment is due 14 days prior to event.
- Any cancellation made prior to 48 hours the start of your event will receive a full refund of deposit and rental.
- Any cancellation made within 48 hours of the start of your event will forfeit the deposit, but full rental fee will be returned.

09-16-2017

# Rentals, Tours, and Programs



MAKE CHECKS PAYABLE & SEND TO:  
WOOD COUNTY HISTORICAL SOCIETY  
13660 County Home Road  
Bowling Green, Ohio 43402  
419.352.0967 • [www.woodcountyhistory.org](http://www.woodcountyhistory.org)

Download this rental agreement at:  
[www.woodcountyhistory.org/today\\_rentals.html](http://www.woodcountyhistory.org/today_rentals.html)

## RENTAL CONFIRMATION - Please print, complete, and submit with deposit.

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
(Deposit, if returned, will be sent to this address. Include City, State, and Zip Code)

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Rental Start/End Time: \_\_\_\_\_ Event Start/End Time: \_\_\_\_\_  
(Include time allotted for set-up and tear-down)

Number of People: \_\_\_\_\_

Age Range: \_\_\_\_\_

### Rental Areas

- Meeting Room
- Other Museum Space
- Grounds: Herb Garden
- Grounds: Oil Derrick
- Grounds: Log Cabin
- Other Grounds

### Amenities (extra fee)

- Projector (*must provide laptop*) (\$25)
- Sound System & Microphone (\$25)
- Television & DVD (\$25)
- Outdoor Chairs (120)/benches (\$50)
- 30-minute Staff Presentation (\$25)
- Self-guided Museum Tour (\$5/ person)
- Outdoor 220 Electrical Box (\$25)
- Electric Claranova Piano (\$25)

### Amenities (no cost)

- Tables & Chairs (*inside*)
- Kitchen (*fridge, frzer, oven, microwave, sink*)
- Wi-fi
- Podium
- American Flag
- Wheel Chair
- Projection Screen

For Educators: School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Grade(s): \_\_\_\_\_ Subject: \_\_\_\_\_

I have read the rules and regulations of the Wood County Historical Center & Museum's Rental Policy and will abide by the rules for the duration of my stay.

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

Museum Representative: \_\_\_\_\_ Date: \_\_\_\_\_

[over]

\*\*\*\*\* **FOR MUSEUM USE:** \*\*\*\*\*

- Park Notified (date): \_\_\_\_\_ mowing | snow removal | rangers
- Staff Responsible at Event: \_\_\_\_\_  Recorded in Museum Calendar
- Volunteers/Tour Guides needed: \_\_\_\_\_

**[ ] DEPOSIT RECEIVED**      Amount: \$100.00       copy made for Events Binder

Date Received: \_\_\_\_\_  
 chk# / cash / credit: \_\_\_\_\_

**[ ] RENTAL PAYMENT RECEIVED**

- Minimum 4-hour Rental: \$150.00 \_\_\_\_\_
- Full Day 8-hour Rental: \$300.00 \_\_\_\_\_
- Additional Hours: \$ \_\_\_\_\_ / hour x \_\_\_\_\_ hours = \_\_\_\_\_
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**Total Rental Payment DUE: \$ \_\_\_\_\_**  
 chk# / cash / credit: \_\_\_\_\_

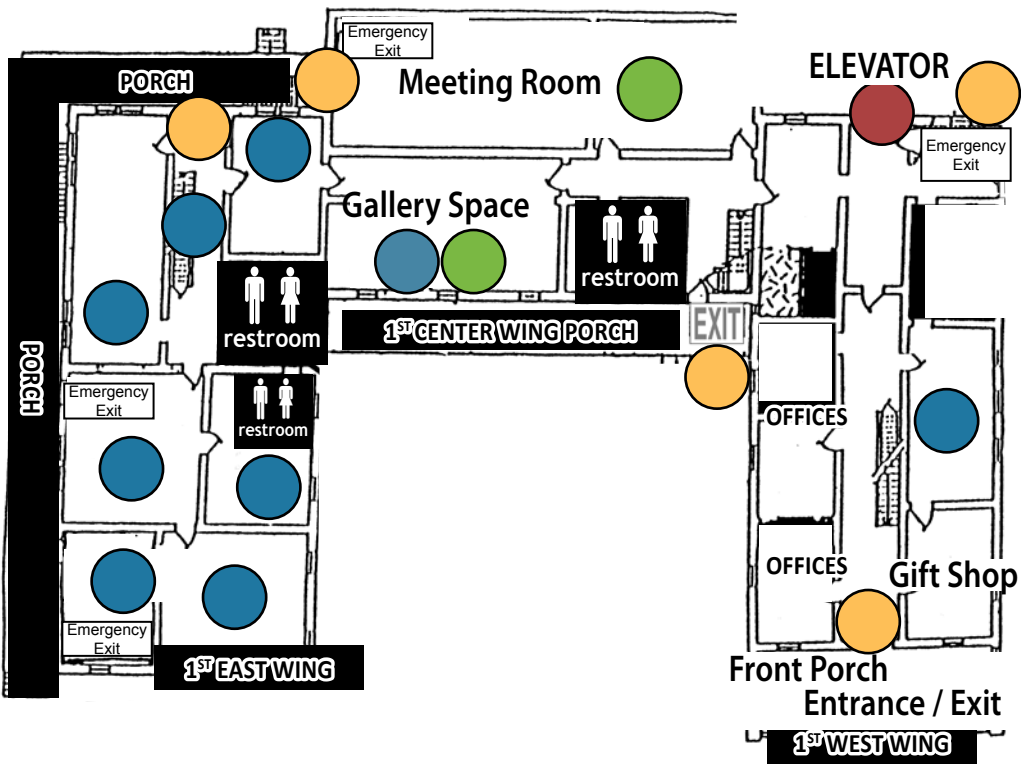
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 Amount: \_\_\_\_\_  
 chk# / cash / credit: \_\_\_\_\_

**[ ] DEPOSIT RETURNED - PLEASE READ DEPOSIT POLICY IN RENTAL AGREEMENT!**

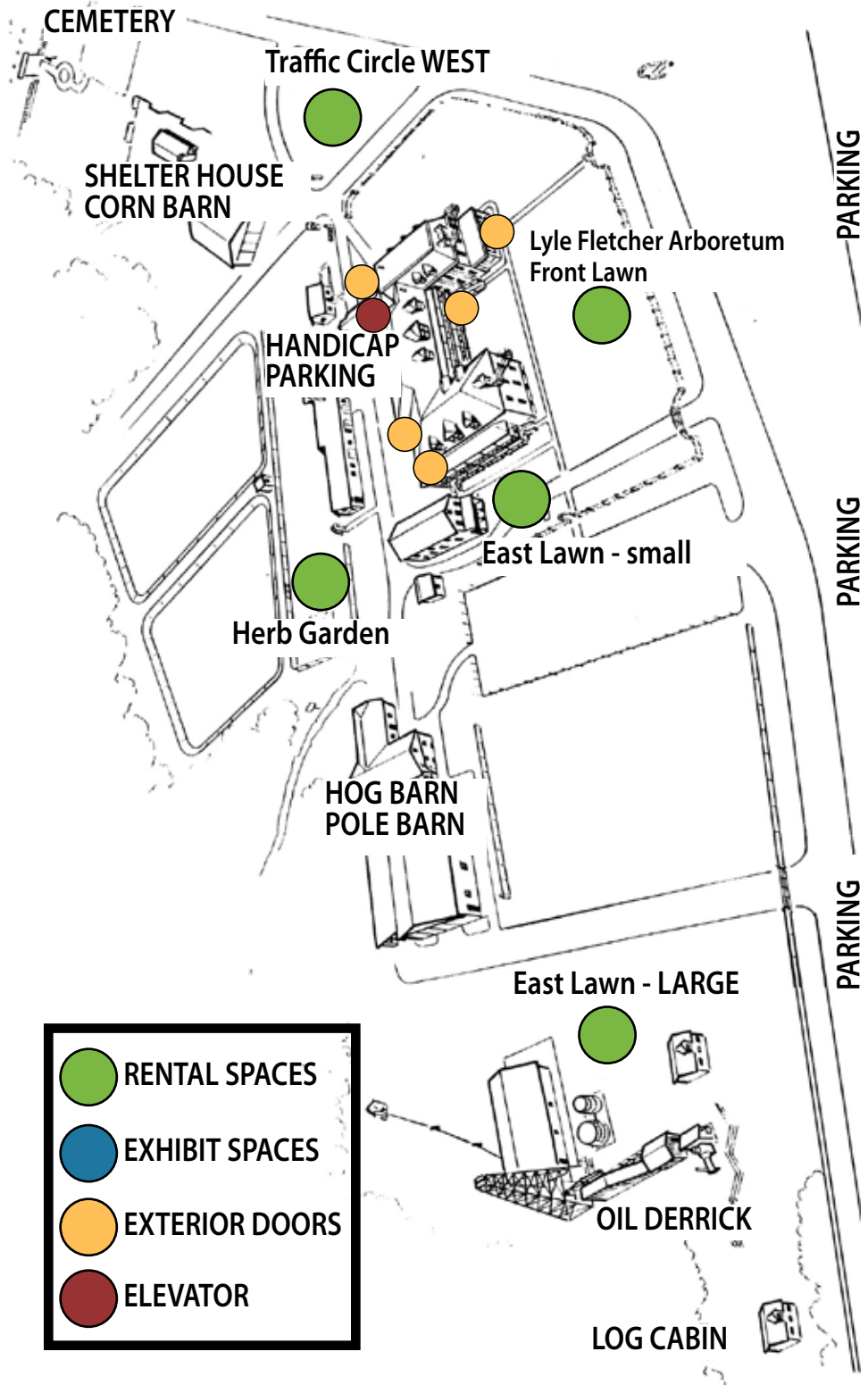
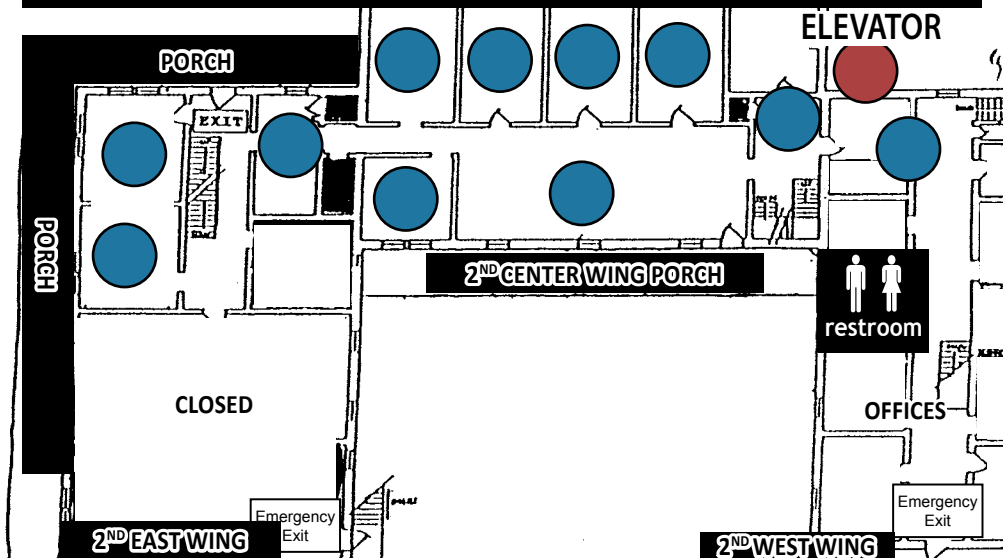
Date Mailed: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 chk#/cash: \_\_\_\_\_  
 copy made for Events Binder



# museum first floor



# museum second floor



	RENTAL SPACES
	EXHIBIT SPACES
	EXTERIOR DOORS
	ELEVATOR