



*The Historical Society of Delaware*

## **Rental Availability and Regulations**

*Delaware History Museum ♦ Old Town Hall ♦ Willingtown Square*  
Delaware History Center, 500 Block N. Market St., Wilmington, DE  
302-655-7161 ♦ [www.hsd.org](http://www.hsd.org)

The properties of the Historical Society of Delaware are available for rental to individuals, groups, corporations, and organizations who are current members of the Historical Society for functions consistent with the nature of the property requested.

There are a variety of rooms available, depending upon the nature, time, date, and number attending the event. Seminar rooms can accommodate up to 50 people, while reception rooms are available for up to 350 people.

Sponsoring level and above members of the Historical Society receive discounted rates.

Call (302) 655-7161 to discuss the best arrangement for your function, to make reservations, or to make special requests.

### **1. Reservations, deposits, and fee schedule.**

- A. In order to assure availability, please make reservations as soon as possible. A date is not guaranteed until a deposit is received and signed contracts are returned. All uses must be consistent with the ambience and preservation of the property requested, and its location. No use that detracts from the public image of the Historical Society of Delaware or its property will be approved.
- B. A deposit of 50% of rental fee plus \$250 in a refundable security deposit is due with signed contract. Failure to meet this deadline will result in cancellation of reservation. Preferred method of deposit is to write a second check for security deposit, which will be returned following the event.
- C. During evening and weekend events, renter is responsible for staff personnel needed for oversight during the event, subject to approval by the Historical Society of Delaware. The per hour cost must be paid in advance by the renter. Preferred method of payment is to write a check made payable to the staff person directly. Due prior to the start of your event.

- D. Rental Request Form, Rental Information sheet, and Hold Harmless Agreement must be returned to the Historical Society with security and event deposits.
- E. The remainder of the rental fee is due the day of your event, prior to the commencement of your event.
- F. Renters are responsible for clean-up and removal of trash and equipment brought onto the property as a result of the event. The property must be left in "as found" condition or \$100 will be charged for clean up in addition to forfeiture of security deposit.
- G. Failure to abide by any rental regulation, failure to clean up and remove all equipment and trash following the event, or damage to Historical Society of Delaware property will result in forfeit of entire security deposit.
- H. The Historical Society of Delaware reserves the right to cancel all reservations up to two weeks prior to an event if there is a museum emergency or at any time if renter is not abiding by rental regulations.
- I. If number of persons attending exceeds estimates or number allowed by room capacity, renter risks forfeiture of security deposit. Renters are restricted to using only those spaces under contract and may not use non-rented museum spaces.
- J. Events will not be allowed after 11 p.m. or an additional \$350 per hour charge will be added to rental fee.

## **2. Event logistics**

- A. Renters must appoint a contact person to assume responsibility for communication with the Historical Society of Delaware prior to the event. Likewise, renter contact should check in with the Historical Society of Delaware site supervisor at beginning and end of event to insure that all regulations are being satisfied.

- B. The Society reserves the right to approve all caterers, tent rentals, musicians and other services brought onto the property by the renter. Caterers must have a business license and provide proof of insurance. Caterers and other services may not interfere with the on-going operations of the property. All visits to the property with relatives, caterers, or other service providers must be by appointment. All deliveries and pick-ups of tents, tables, dishes, flowers, etc. must also be by appointment. Please return rental information sheet with the signed contract.
- C. **Insurance:**  
Renters must provide proof of insurance two weeks before an event. Failure to provide insurance certificate by that date will result in cancellation of reservation and forfeiture of deposit. A certificate of insurance for a one-day rider to homeowner or corporate policy should include:
- 1) a minimum \$1 million general liability coverage, policy #, and expiration date.
  - 2) The Historical Society of Delaware, its agents, servants, and volunteers should be included as insured.
  - 3) Each policy should state it is providing primary insurance for the Historical Society of Delaware.
  - 4) Certificates should indicate that Automobile liability coverages are comprehensive in form providing coverage for hired, owned, and non-owned vehicles if applicable.
  - 5) If employees of the renting organization, Worker's Compensation, and Employees Liability coverage should be indicated.
  - 6) a Hold Harmless Agreement (enclosed) must be signed by an authorized renter or organization officer and forwarded to the Historical Society of Delaware along with rental agreement.
- D. **Catering:**  
If food or beverage service is to be a part of the event, a professional caterer must be used. The Historical Society of Delaware in all cases must approve the caterer. The caterer must have a valid business license and provide proof of insurance. Once a caterer has been approved, the renter contracts directly with the caterer. The Society assumes no responsibility for the caterer's performance. The caterer should make direct contact with the Historical Society of Delaware contact person for food-service logistics and plans. Caterer for Renters must fully clean up and remove trash immediately following the event to prevent forfeit of security deposit. Propane ovens cannot be used within Historical Society of Delaware buildings.

- E. **Equipment:**  
The Historical Society of Delaware has a limited number of chairs, tables, screens, slide projector, televisions, VCRs, podiums, sound systems, and keyboard available at an extra charge. Use of the Historical Society of Delaware equipment or rental of other equipment must be arranged and approved prior to event. For other equipment the renter must contact directly with an outside supplier. Delivery of equipment must be coordinated in advance with the Society or the delivery will not be accepted; it must be removed from premises by 11:00 a.m. on the morning following the event.
- F. **Parking:**  
The City of Wilmington has street-side and garage parking available.
- G. **Decorations, Music, and Signage *require prior approval.*** Decorations or displays must never be attached to walls or other surfaces.
- H. There will be one or more Historical Society of Delaware staff persons on duty at all times to answer questions, help with problems, and enforce rental regulations.

### 3. **Restrictions**

- A. No smoking anywhere inside Historical Society of Delaware properties.
- B. No photography or videotaping in any of the Historical Society of Delaware's properties without *prior approval.*
- C. No fundraising may take place on Historical Society of Delaware property.
- D. No guest may touch or damage exhibition objects. Guests may not enter exhibition galleries except by prior arrangement.
- E. No candles are allowed without *prior approval.*
- F. Children must be adequately supervised at all times.
- G. Recorded music or entertainers may be used only with *prior approval* of the Society. If approved, recorded music must be kept at a level consistent with city ordinance and deemed acceptable by Society staff person on duty.