

**Howard County Historical Society Inc.**  
**1200 West Sycamore ~ Kokomo, Indiana 46901 (765) 452-4314**

**The Seiberling Mansion:** Includes use of mansion foyer and main staircase, mansion porches and chairs for up to 25 people. Maximum capacity 25 people. ***Not available Tuesday-Sunday 1-4pm or during some special events.***

\$250 damage deposit due at signing to hold date. Rental and staff fees due 30 days prior to event.

- \$400 for 2 hours, \$200 each additional hour.
- \$50-\$100 supervisory staff fee.

**The Elliott House:** Includes use of first floor, full catering kitchen, 2<sup>nd</sup> floor dressing room, two bathrooms, house porches, and tables and chairs for up to 75 people. Maximum capacity 75 people. Guests are allowed one complimentary hour before and after rental for set-up and tear-down. Additional set-up/tear-down time must be rented. Set up day prior to event and leaving decorations/belongings in Elliott House overnight requires 2 full day rentals. This does NOT include use of the grounds/yards surrounding the house. Tables and chairs are for indoor use only.

\$200 damage deposit due at signing to hold date. Rental fees due 30 days prior to event.

**Monday-Thursday:** \$150 for 3 hours, \$50 each additional hour.  
\$350 rental fee for full day.

**Friday-Sunday:** \$250 for 3 hours, \$75 each additional hour.  
\$400 rental fee for full day – 8AM TO 10PM

**EH Side Yard Addition:** \$250 with full-day Elliott House rental.

**Grounds Only:** Includes use of east garden, mansion porch and grounds between mansion and Elliott House. ***No access to interiors or restrooms. Mansion porch and grounds not available for rental or rental set-up Tuesday-Sunday 1-4pm or during some special events.***

- \$200 damage deposit due at signing to hold date.
- Rental fee due 30 days prior to event.
- \$250 for 2 hours, \$100 each additional hour.

**Photography Only:** Includes use of Seiberling Mansion and Elliott House ***indoor*** spaces for professional photography sessions. No damage deposit required, fee due when scheduled. Maximum capacity 20 people. ***Not available Tuesday-Sunday 1-4pm or during some special events.***

- \$50/hr. 1-5 guests
- \$100/hr. 6-20 guests

Cancellation Schedule	
Cancellation received more than 14 days prior to event.	Rental fee refunded. Damage deposit refunded.
Cancellation notice received 14 – 6 days prior to event.	50% of rental fee retained. Damage deposit refunded.
Cancellation notice received 5 days or less prior to event.	100% of rental fee retained. Damage deposit refunded.

## **RENTAL POLICIES**

- **All food, trash and decorations must be removed from the building when you leave at the close of your rental. The trash dumpster is located just east of museum office in the rear parking lot.**
- All spills and food mess must be cleaned up. Includes mess inside or on kitchen appliances.
- All physical barriers in the facility will be respected.
- Smoking is prohibited on the property.
- No pets allowed inside the facilities. All waste from animals outside must be removed.
- Under no circumstances are open flames allowed on the property.
- Neither the user nor anyone connected with the event shall move or handle any museum artifacts. Any changes to the facilities to accommodate the event will be at the discretion of HCHS.
- Food and beverages are prohibited in the museum (Seiberling Mansion) at all times unless under the control and supervision of the museum staff. Food and beverages are allowed on the museum porch, the grounds and inside the Elliott House. Responsible alcohol consumption is permitted.
- Decorations other than table displays, settings and centerpieces must be approved by the director and must not cause damage to the property or leave evidence of their use after removal. Tape and other adhesives are only allowed on tables and chairs.
- No political signs of any nature are permitted.

The user is legally and financially responsible for any theft of, or damage to, any artifact, whether historical or decorative, on the rental premises or damage to the facilities structure itself, caused by the user, his employees, agents, or persons under his control or supervision. If suit must be brought to enforce any provision of this agreement all parties renting agree to pay attorney fees, cost and interest. In the event that damages exceed the damage deposit the users will be charged on a time and materials basis. If there is no damage to the property or disorderliness of either conduct or materials, the damage deposit will be refunded. All refunds are processed within ten (10) business days after your event or notice of cancellation.

If HCHS is unable to provide the facilities for use because of a reason beyond its control, the Society and user are excused from contract, and the Society will refund all amounts previously paid by the user. HCHS reserves the right to refuse any and all rental requests providing such refusal does not constitute unlawful discrimination. Any member of the museum staff or officer of the Board of Trustees has the right to make any decision necessary, including termination of the event, to protect HCHS-managed property, visitors or participants.

***You are responsible for cleaning and putting away tables and chairs***

## RENTAL APPLICATION

**Please read the accompanying regulations before submitting this application.**  
**Reservations are handled on a first come, first served basis. Historical Society staff will review the completed application and notify you of its status. Once approved, a signed contract and payment of the damage deposit are required to complete the reservation.**  
**Until the deposit and rental fee are received, there is no reservation.**

NAME: \_\_\_\_\_

BUSINESS/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ SECONDARY PHONE: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Description of Event: \_\_\_\_\_ Number of people attending: \_\_\_\_\_

Tent setup plans/contact: \_\_\_\_\_

Seiberling Mansion & Elliott House: \_\_\_\_\_ Mansion Only: \_\_\_\_\_

Photography Only/Where: \_\_\_\_\_ Supervisory Staff: \_\_\_\_\_

Elliott House: \_\_\_\_\_ EH Side Yard: \_\_\_\_\_ Grounds Only: \_\_\_\_\_

*Please read each paragraph carefully and  
initial each paragraph*

**I UNDERSTAND THAT WHEN I PICK THE KEY UP THE DAY BEFORE MY  
EVENT, THAT I WILL RETURN IN THE DESIGNATED SLOT AFTER THE  
EVENT.**

**THE RENTED TIME THAT I SPECIFIED ON THE APPLICATION, IS THE  
TIME I WILL HONOR AND IF I COME IN EARLIER OR LEAVE LATER THAN  
SPECIFIED, THERE WILL BE AN ADDITIONAL CHARGE.**

**IF YOU NEED TO SET UP THE DAY BEFORE AND KEEP YOUR ITEMS IN  
THE ELLIOTT HOUSE OVERNIGHT, THAT WILL BE CONSIDERED A 2 DAY  
RENTAL OF \$800.**

**ELLIOT HOUSE DOES NOT INCLUDE THE USE OF THE YARDS OR  
CAMPUS GROUNDS. IF I USE THE GROUNDS – THERE WILL BE AN  
ADDITIONAL CHARGE OF \$250.**

**TABLES AND CHAIRS ARE FOR INDOOR USE ONLY AND I WILL  
FORFEIT MY DAMAGE DEPOSIT IF THEY ARE USED OUTDOORS.**

**EMERGENCY CONTACT: IN CASE OF AN EMERGENCY AND YOU NEED  
TO CANCEL YOUR RESERVATION – PLEASE CALL THE OFFICE AT 765-452-  
4314 OR ANNE SHAW AT 859-797-0097.**

**I have received and read the terms of rental, including policies and regulations, and agree to abide by them. When applicable, damage deposit is refunded within ten (10) business days of event to the address provided above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Damage Deposit: \$ \_\_\_\_\_ Paid Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ Paid Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Key # \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Returned: \_\_\_\_\_

**Key may be returned by dropping through the mail slot on museum office door.**