

Montgomery County Historical Society

P.O.BOX 262

CLARKSVILLE, TENNESSEE 37041-0262

FULL RELEASE AND INDEMNITY AGREEMENT

In consideration of being granted permission to use the L& N Train Station home of the Montgomery County Historical Society, Inc., such premises being owned by the City of Clarksville, Tennessee: We, the undersigned, do FOREVER RELEASE AND DISCHARGE the City of Clarksville and the Montgomery County Historical Society, Inc., their respective successors and assigns and their officers, employees, agents, servants, heirs, administrators and executors from any and all causes of action, claims, damage, liability and loss of services which I/we may or might have against the City of Clarksville or the Montgomery County Historical Society, Inc., their successors and assigns and executors resulting from any damage or injury which may or might be suffered while the undersigned has the use of the L&N Train Station.

The undersigned do further covenant with and AGREE TO INDEMNIFY AND HOLD HARMLESS the City of Clarksville and the Montgomery County Historical Society, Inc., their respective successors and assigns and their officers, employees, agents, servants, heirs, administrators and executors from any and all damage, expense and liability that they may or might incur as a result of the undersigned making use of the L&N Train Station.

The undersigned do further AGREE TO REPLACE AND/OR REPAIR any and all damage to the L&N Train Station and to replace and/or repair any and all personal property therein, which may or might be damaged and/or lost while the undersigned has the use and/or custody of the L&N Train Station.

I/we the undersigned, have read the above Full Release and Indemnity Agreement, fully understand its meaning and do sign as my/our free act and deed and sign for my organization (if any), with the authorization of said organization.

By _____
(Signature of Responsible Person)

For the _____
(Name of Group or Organization)

(Witness)

Date _____

I/we acknowledge reading and receiving a copy of the rules governing rental of the L&N Train Station.

(Signature of Responsible Party)

Date _____

Visit our Web Page: www.mchsociety.org
Phone: (931) 553-2486

Send E-mail ajs0641@yahoo.com

MONTGOMERY COUNTY HISTORICAL SOCIETY, INC.

L & N Train Station

931-553-2486

APPLICATION FOR TRAIN STATION RENTAL

(Date of down payment receipt will determine reservation priority in the event of conflicts.)

This facility is handicapped accessible

NAME OF GROUP/PERSON: _____

ADDRESS: _____
Street City Zip Code

RESPONSIBLE PERSON: _____
Name Daytime Phone Work Phone

EVENT: See Paragraph 2 of Rules

DESCRIPTION _____ DATE _____

NUMBER OF CHAIRS NEEDED: _____ (Up to 80) NUMBER OF TABLES NEEDED: _____ (up to 7)

CALCULATION OF FEES: RENTAL IS \$50.00 PER HOUR BEGINNING AT HOUR OF SET UP UNTIL CHECK OUT

Hours from 7 AM to 10 PM HOURS _____ X \$50.00 = \$ _____ Maximum of \$300.00 per day

DEPOSIT; HALF OF ABOVE AMOUNT: = \$ _____

CLEANING DEPOSIT (Separate check) = \$ 100.00

TOTAL DUE NOW = \$ _____

BALANCE OF \$ _____ DUE ON _____
Due no later than 2 weeks before event date

APPLICATION SIGNATURE: _____ DATE _____

USE APPROVED BY: _____ DATE _____

CLEANING INSPECTED BY: _____ DATE _____

KEY RECEIVED BY (RENTER): _____ DATE _____
(Deposit returned minus any damage evident)

KEY RETURNED TO TRAIN STATION: _____ DATE _____

DEPOSIT CHECK RETURNED BY: _____ DATE _____

Form Revised June 2009

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MONTGOMERY COUNTY HISTORICAL SOCIETY RENTAL RULES

The L & N Train Station is available for meetings and ceremonies and other approved uses. The type of event must be discussed and approved before your date is confirmed. For more information, please contact the Station Manager, as he is in charge and has the authority to make any final decision, at 553-2486, leaving a message if there is no answer.

1. Failure to comply with these rules could result in forfeit of cleaning deposit and possible cancellation of your rental privilege.
2. Please fill out the Application Form and Release Agreement at the time of booking. The Station will be reserved for a specific date and time (between the hours of 7:00 a.m. and 10:00 p.m.) only upon paying the down payment and cleaning deposit. Date of receipt of down payment will determine reservation priority In the event of scheduling conflicts. FEES: A down payment of the cleaning, deposit and fifty percent (50%) of the rental fee is due with your application to secure the date. The balance is due no later than fourteen (14) days before the event. CANCELLATION: If more than two weeks before the event, all but \$25 will be refunded. If less than two weeks before the event, the entire down payment will be retained. Rental of the Station does not include use of the Museum or Office. Set-up prior to start of event and clean-up after event will require rental fee for those hours.
3. A "Responsible Person" must be designated to stay until all attendees have left and clean-up is completed.

Clean-up includes sweeping and mopping the floor in the rented room(s), the kitchen and the restrooms, and wiping down kitchen and bathroom sinks and counters. All trash containers must be emptied, the trash bagged, and carried off. If the outside area is used for an event, it must be cleared of all trash within 25 feet of the building.

4. No decorations, signs, posters, etc. will be attached to any building surface (floor, ceiling, walls and windows, nor may any be hung from light fixtures. No tacks, nails, pins, screws, tape, driven into or placed on the walls, floors or furnishings.
5. The Station is open to the public Tuesday, Thursday and Saturday from 10:00 a.m. until 1:00 p.m. and tours may be conducted during this time. You are asked to be considerate of same. Please be aware that from June through October, a Farmers' Market is conducted on the premises on Tuesdays, Thursdays and Saturdays from 6:00 a.m. until 2:00 p.m.
6. Personal/rental Items should be delivered and picked up the day of the event. If left at the Station, such may be placed in rental storage at your risk and expense. The Station management shall not be responsible for any decorations or property left after events.
7. Chairs and tables must be returned to the positions they were in prior to setup.
8. The cups, plates, etc. in the kitchen are not for the use of the Renters. Cleaning supplies, brooms, mops, trash bags, etc. ARE available for use in cleaning up.
9. NO ALCOHOL SALES on the premises except by a licensed caterer. If any alcohol is to be served, a security guard must be present. NO SMOKING is allowed Inside the Station.