



## Rental Guidelines

### Facility Usage General Guidelines- All rentals

- o Rentals do not include a tour of the Erlander Home Museum. **Tours may be added for an additional fee and must be discussed prior to the event.**
- o The use of birdseed, rice, paper flower petals and paper or metallic confetti are prohibited from use at the venue.
- o All facility or garden rental activities including set-up and clean-up must take place within the reserved time period. Additional fees will be assessed for late departure.
- o Rental clients are responsible for general clean-up of the rental area.
- o All rentals at SHS include:
  - o Access to grounds to all attendees
  - o Exclusivity of rental
  - o Use of grounds for photography
  - o Set-up and take-down of tables and chairs
  - o SHS staff on site throughout event
  - o On-site parking
  - o Use of catering kitchen

### Payment and Cancellation Policy- All rentals

- o A security deposit and return of the signed Facility Use Agreement and Rental Contract is required to reserve a date. For wedding rentals, the final balance is due 60 days prior to the event. For non-wedding rentals, the final balance is due 30 days prior to the event.
- o A security deposit of will be held for each rental. A deposit of \$250 will be held for 4 hour rentals, and \$500 will be held for 8 hour rentals. The deposit will be charged if the person(s) renting the facility do not follow all guidelines and cause damage to the facilities. Staff/ Board Members present at the end of the rental will determine if the security deposit will be refunded.
- o All events reserved less than one month in advance must be paid in full at the time of the reservation.
- o In the event of cancellation:
  - o Wedding events- Cancellation within 30 days of the event date forfeits all payments made to the Swedish Historical Society.

- Non-wedding events- Cancellation 2 weeks of the event date forfeits all payments made to the Swedish Historical Society.

### **Wedding Rentals**

- Swedish Historical Society retains no liability for any condition beyond its control that prevents clients from using the grounds or buildings, such as inclement weather, and no refunds will be issued if the clients fail to use the rented space for such reasons. It is highly recommended that clients have a rain site plan if the Nordic Cultural Center cannot accommodate the number of guest present.
- For wedding events, the following amenities are available at additional charge. Additional amenities MUST be reserved at least two weeks prior to the event date.
  - Extended reception hour (10:00- Midnight) - \$200/hour
  - Day before set-up for reception – Half-day (Noon-4:00 pm) - \$400
  - Additional charges may apply for set up times after 4:00 pm
- Rental clients must provide sound systems, tents, outdoor chairs, tables, drop cords, unity or sand ceremony set-ups and other decorations.
- The use of birdseed, rice, paper flower petals, and paper or metallic confetti are prohibited from use at outdoor venues. Bubbles and real flower petals may be used.

### **Catering- Food & Beverage Service- All rentals**

- Food & beverage service at SHS must be approved by the museum before the event takes place.
- Alcohol is permitted at the Nordic Cultural Center with documentation of a liquor permit. No one under the age of 21 years will be served.
- All trash must be cleaned up and properly disposed in the trash cans located in the Nordic Cultural Center garage at the close of the event.

### **Capacity of Facilities for Rental- All rentals**

- The maximum occupancy of the Nordic Center is:
  - Seated at tables: 40
  - Seated lecture style: 50
- The maximum occupancy in the Nordic Cultural Center Gardens should not exceed 100.
- Attendance for the event is limited to pre-registration, invitation or membership of the group renting the facility.