***Hawks Inn History Center Use Agreement***

Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person in Charge : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone or Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of People:\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Use: From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fee due at Event

* Sixty (60) people maximum for sit down dinner.   
  Eighty (80) people maximum for a stand up dinner.
* Facilities available for “food service” catering.
* Alcoholic beverages restricted unless an exception is arranged for wine or champagne receptions.
* No smoking inside the building.
* Decorations upon approval
* Hours of availability are 7:00 am-11:00 pm
* Daily fee for the History Center (HC) inside is $375.00 for up to six (6) hours use   
  and $50 per hour after.
* Daily fee for the HC grounds use is $500.00 for up to six (6) hours use and $50 per hour. This fee is separate from the inside use.
* The user is responsible for all clean-up. If facilities are not restored in a manner satisfactory to the management, any excess cleaning costs and /or damage repair will be billed.
* A fee of $35 per hour or fraction will be charged for set-up, clean-up, take-down and pick-up. This includes catering.
* User to indemnify and hold harmless Hawks Inn for any and all liability for injury to any guests  
  and /or damage to property.

Fees subject to change unless signed and dated.

**ACCEPTANCE**

***I hereby accept the rules and regulations as set forth and understand that this Agreement, and all of the terms stated above, represents a binding contract.***

***Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Mail to:***

***Hawks Inn Historical Society, Inc.***

***PO Box 180104***

***Delafield, WI 53018***

***Call 262-646-4794 for more information***

[hawksinn1846@gmail.com](mailto:hawksinn1846@gmail.com)