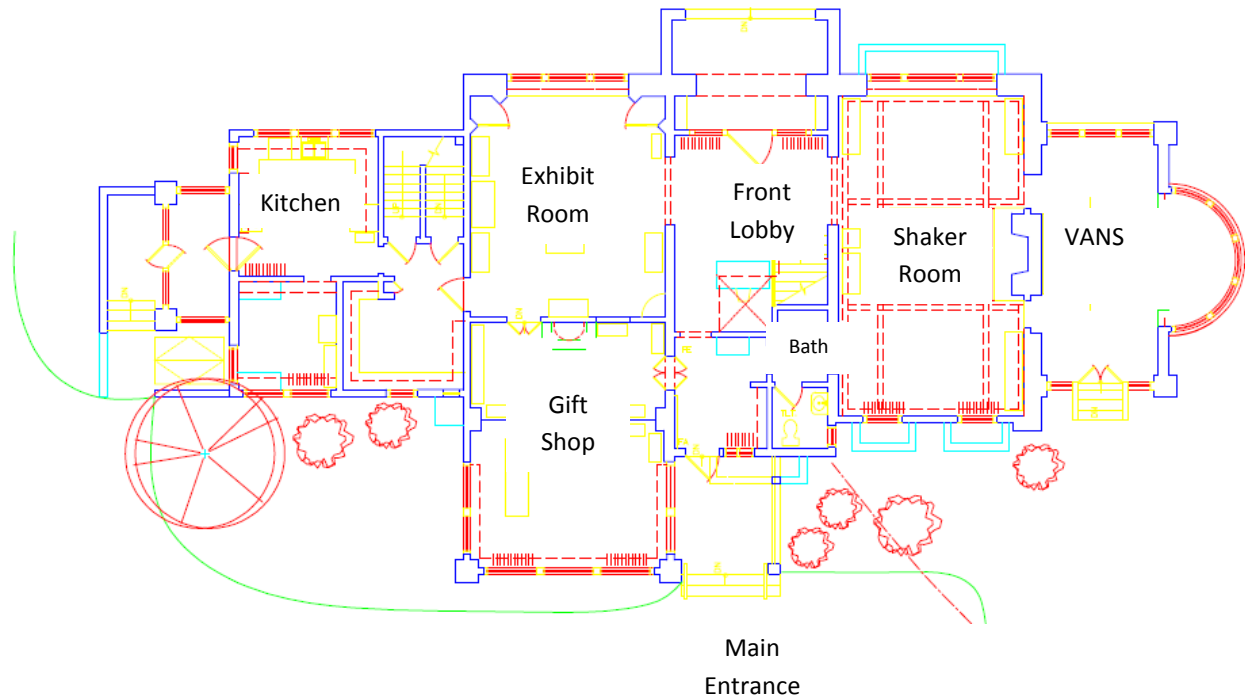


# THE SHAKER HISTORICAL SOCIETY SITE RENTAL INFORMATION



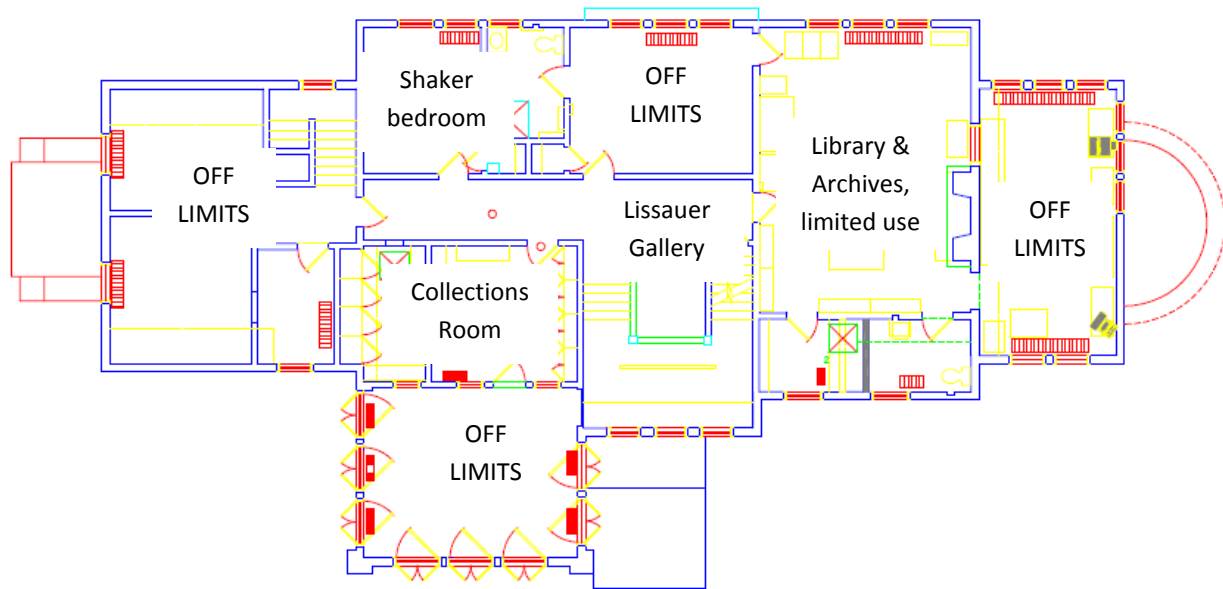
# THE SHAKER HISTORICAL SOCIETY FIRST FLOOR PLANS



**Rooms available for use** - Exhibit room, Front Lobby, Shaker Room, VAN exhibit room. Other areas such as kitchen and gift shop are not available for facilities rental, unless specified.

**Parking** at the rear of the building includes a circle to allow handicapped visitors easier access to the building, which is up three steps to get to the main floor. Once in the building, all is on the same level except a very small floor level change to access the Spirit Tree Gift Shop, formerly the sun porch.

## THE SHAKER HISTORICAL SOCIETY SECOND FLOOR PLANS



**Rooms available for use** – Shaker Bedroom, Collections Room and the Lissauer Gallery. Other areas such as the library and archives are not available for facilities rental, unless specified.

**THE THIRD FLOOR AND THE BASEMENT ARE NOT AVAILABLE.**

# THE SHAKER HISTORICAL SOCIETY FACILITIES RENTALS

## **Equipment**

Tables - 10 card tables, 3 long tables,  
2 medium size tables

Folding Chairs - 40

Podium - 1

Microphone set up

DVD

PPT

Flat screen wall monitor

PPT projector and screen

**Coat rack** at entrance

**One bathroom** on each floor

## **Kitchen**

Coffee maker

Microwave

Oven

Stove

Dishwasher

Fridge/freezer - limited use unless advance  
notice given

\*Linens, flatware, dishware, are available at an additional cost if quantities meet your needs.

# THE SHAKER HISTORICAL SOCIETY RENTAL PRICING

## NUMBER OF PEOPLE

< 25	\$150
26-50	\$175
50-75	\$200

These rates secure a **three hour rental** of the Shaker Historical Society main building, with use of tables, chairs, AV equipment, podium, and certain kitchen equipment. **Each hour over three will be prorated. These three hours include your set up and take down time!**

## SPECIAL TERMS

Rental of this museum requires special care. Visitors are requested not to move, touch or alter in any way the objects and exhibits as they appear at the beginning of your rental period.

## CHINA, LINEN, AND CUTLERY USE

If the kitchen is used and coffee and tea cups are used as well, the renter will return it to a clean condition with dishes washed and restored to the cupboards. Use of the china and cutlery is an extra \$25. Use of linens is an extra \$25. **A refundable \$100 cleaning deposit is charged in the event the facility is not clean post event.**

## AREA OF RENTAL

Exhibit room, Front Lobby, Van Sweringen exhibit room, Shaker Bedroom, Collections Room and the Lissauer Gallery. Other areas such as kitchen, Shakers Room, library and archives are not available for facilities rental, unless specified. **THE THIRD FLOOR AND THE BASEMENT ARE NOT AVAILABLE.**

## GROUNDS RENTAL

The Shaker Historical Society encourages visitors to use its beautiful grounds, with picnic tables, and herb and vegetable gardens. Restrooms are available during regular business hours. For rentals of the grounds only, please advise if bathroom facilities need to be made available for your group. Grounds rentals are for three hours for \$300. More than three hours will be at a prorated rate. We do not supply tents.

## DAMAGE REPORTING

If any damage occurs to any part of the Shaker Historical Society and its collection, the renter is bound to report it immediately to the Executive Director, Ware Petznick, PhD , 216.336.2734.

**Please sign and date to confirm your agreement to these terms and return to confirm your booking with a 50% deposit.**

Signed \_\_\_\_\_ Dated \_\_\_\_\_