

The Old School House Event Guide



Saugatuck-Douglas History Center
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Overview

This event guide lays out the spaces and pricing for the Old School House. Within the guide, you will find information about the capacity, amenities available and the pricing for each space. The rental application as well as the rental contract can be found on the last pages. The Saugatuck-Douglas History Center welcomes you to the Saugatuck-Douglas community and looks forward to hosting your event at the Old School House.

History Center Mission Statement

The Saugatuck-Douglas History Center preserves local history and inspires learning to inform and improve our community.

The Old School House

The Old School House campus is operated by the Saugatuck-Douglas History Center and contains three unique spaces centrally located in downtown Douglas, Michigan. The centerpiece is the Old School House facility, formerly the Douglas Union School, built in 1866. The building was fully renovated in 2009, restoring the historic clapboard exterior while modernizing the interior to current standards. Flexible space within allows for a variety of setups and group locations within the building.

Surrounding the Old School House on nearly an acre of land is the Back-in-Time Garden, Boathouse and Driveway. These beautifully landscaped outdoor spaces feature a variety of locations for bigger groups or smaller functions. The Driveway is a paved space, which provides an outdoor venue for group functions. It leads directly to our Boathouse exhibit, which features a restored authentic Life Saving Service surfboat and exhibits about local shipwrecks.

Event Space and Pricing

The Old School House campus is available for full facility rental or specific room rentals.

Commercial and Private Clients			
Event Space	Capacity	Full Day Pricing	Hourly Pricing
Main Floor	70 Seated 35 Tables and Chairs	\$200	\$50
Upstairs Art Gallery	70 Seated 35 Tables and Chairs	\$200	\$50
Back-in-Time Garden and Driveway		\$300	\$30
Old School House and Back in Time Garden		\$1,300	

Non-Profit Groups			
Event Space	Capacity	Full Day Pricing	Hourly Pricing
Main Floor	70 Seated 35 Tables and Chairs	\$125	\$25
Upstairs Art Gallery	70 Seated 35 Tables and Chairs	\$125	\$25
Back in Time Garden and Driveway		\$150	\$15
Old School House and Back in Time Garden		\$1,300	



The Main Floor can seat up to 70 people and can be set up in a variety of ways including presentation style as seen above.



The Upstairs Art Gallery can be set up in a variety of ways including meeting style as seen above.



The Back-in-Time Garden has plenty of space to roam and make your event your own!



The Driveway and Boathouse are exceptional spaces for events with plenty of space to make it your own!

Services

When renting the Old School House a facility manager will be on hand to open up the facility, stay for the duration of your event and then lock up after your event ends. **The facility manager is not in charge of the setup or takedown/cleanup of your event.**

Your rental of the Old School House includes the use of:

Event Space	Restrooms	Wi-Fi	Mobile White Board	Portable Monitor	Two Monitors and Computer	100 Chairs	11 Six-Foot Tables
Main Floor	X	X	X	X	X	X	X
Upstairs Art Gallery	X	X	X	X		X	X
Back in Time Garden and Driveway	X	X	X				X
Old School House and Back in Time Garden	X	X	X	X	X	X	X

- We require 7 days advance notice with technical needs for any programs.
- Ten 36” cocktail tables available for an additional \$7 per table.
- Outside vendors may be used with Executive Director approval.

Surrounding Area

The Old School House is located in the heart of downtown Douglas on Center Street, and is only minutes away from downtown Saugatuck and Lake Michigan Beaches.

There are numerous accommodations to choose from including multiple chain hotels as well as quaint Bed and Breakfasts and small cottages. Your guests will feel right at home in the area and will easily be able to find things to do no matter the time of year.

Saugatuck-Douglas is conveniently located just off Interstate-196 and US-31 in the lakeshore region of West Michigan. It is less than a half hour from Holland's Amtrak station and West Michigan Regional Airport and is less than an hour from Greater Grand Rapids and Gerald R. Ford International Airport.

Policies

1. The Old School House (OSH) is available for use whenever the use does not conflict or interfere with planned Saugatuck-Douglas History Center (SDHC) activities and upon prior written approval of an “Application For Use” by an Officer of the History Center.
2. Approved applicants must sign the SDHC Facility Use Agreement, which will be provided upon approval.
3. No smoking is allowed on the premises. Refreshments and catered meals may be served. The applicant is responsible for cleanup and damages.
4. Alcoholic beverages may be served only in accordance with the rules and regulations of the Michigan Liquor Commission. A liquor bond is required.
5. Granting permission for use of the OSH does not imply endorsement by the History Center of the user or the user's beliefs.
6. **User must obtain additional insurance for the duration of the event with a coverage limit of at least \$1 million.** (See sample on page 15 of this document)

**Saugatuck-Douglas History Center
Old School House
Application for Use**

Date for Use: _____ Time: From _____ To _____

Applicant Name: _____

Group/organization: _____

Address: _____

Phone Number: _____

Email: _____

Describe the type of meeting and activities (speaker, exhibit, meeting, etc.)

Seating and Audio/Visual Requirements _____

Number of Attendees: _____ Refreshments (yes/no): _____

Alcohol (yes/no): _____

NAME _____

SIGNATURE _____

DATE _____

Approved: ____ Not approved: ____ Reason: _____

Application approved:

SDHC Officer: _____ Date: _____

Return to: SDHC

PO Box 617

Douglas, MI 49406



FACILITY USE AGREEMENT

NOTE: We cannot hold a date for you until a signed copy of this contract and the agreed amount of the deposit are received by our Executive Director. Checks are to be made payable to "Saugatuck-Douglas History Center."

Rental Date:

Name of User:

1. Description of Facilities: **Saugatuck-Douglas History Center** ("SDHC") agrees to permit the use, on the terms set forth in this Agreement, of the following premises situated at

___ The Pump House History Museum, 735 Park Street, Saugatuck, MI

___ The Old School House, 130 Center Street, Douglas, MI

[IF ONLY PART OF THE FACILITY IS TO BE USED:] User understands and agrees that during the term of this Agreement other events may be held in other parts of the building or premises not the subject of this Agreement, and User shall so conduct his/her/its activities so as not to interfere with such other events.

2. Curfews: The specified facility is located in a residential area. There is a 9:30 pm noise curfew on all premise rentals, which applies to all amplified sound and other unreasonably loud noise. There is an 11:00 pm curfew on all premise rentals, which means that you and all of your guests, hired help, and invitees must vacate the premises by that time. Caterer's staff may remain until midnight for cleanup. Failure to do so may result in forfeiture of your full damage deposit.

In addition, all activities involving youths (persons under the age of 18) must be chaperoned.

3. Usage Fees: The User agree to pay a rental fee of \$____, 50% due at signing of contract. The balance of the fee will be due no later than _____. Should payment not be received by that date, the premises shall be released and become available to others.
4. Damage and Deposit: You agree to indemnify the SDHC for any damage, other than normal wear and tear, caused to any part of the premises during your event. Separate from the rental fee, you agree to pay a deposit of \$____ to cover any damage or expense, including without limitation those described below. Any balance will be refunded to you within a reasonable time after your event. On the other hand, if you, your guests, or other invitees cause damage to the premises in an amount in excess of the deposit, you agree to indemnify the SDHC for the full amount of such damage, and the SDHC reserves all its rights to obtain payment by you.

Examples of Items of Damage or Expense:

- a. Damages: any damage to the building, grounds, or other parts of the premises, excluding normal wear and tear.
 - b. Expenses: Any additional expense incurred as a result of a violation of the “Regulations Relating to the Use of _____” which are attached hereto and made a part of this Agreement.
 - c. Tents and other rented equipment: Tents which remain on the grounds longer than 96 hours (from set-up to take-down and removal) will result in the loss of the damage deposit. A charge of \$100 will be assessed if all other rented equipment such as tables, chairs, dishes, etc. has not been removed from the premises within 48 hours of the end of the event.
 - e. **Smoking: Each SDHC facility is a smoke free environment. Should it be found that you, your invited guest(s), or anyone hired to assist with your event have smoked on site, a fine of \$500 will be imposed. This includes the use of electronic cigarettes.**
5. Cleaning: Separate from the usage fee and the damage deposit, you agree to pay a \$____ cleaning charge due no later than _____. User also agrees to comply with the following by the end of the event:
 - Floors are to be left broom clean and free of stains
 - All furniture shall be returned to its original position
 - All windows and doors shall be closed and locked
 - All debris, garbage, recyclables, boxes, flower arrangements, etc. shall be removed from the premises
 - All food shall be removed unless other arrangements have been made with the Executive Director
 - No posters or other items shall be hung on any wall
 - No candles, torches, luminaries, grills or lanterns with exposed flame shall be used
 - **No confetti, rice, glitter or other non-biodegradable material shall be used**
 - All rentals must be placed in their preapproved pickup location

6. Alcoholic Beverages: The serving of alcoholic beverages is subject to a local ordinance and is, therefore, strictly forbidden at the SDHC's facilities unless (a) the SDHC has granted permission in writing, and (b) your Certificate of Insurance includes Host Liquor Law Liability coverage.
7. Catering: The SDHC reserves the right to approve any caterer to be hired by User.
8. Tents and Other Rentals: All deliveries and pickups of equipment, and erection and take-down of any tent, must be scheduled in advance with the Executive Director. A permit from the local Fire Department is required to use a tent for an event. Unless otherwise arranged, all rented equipment must be removed by noon on the day after the event and any tent within 48 hours after the event.
9. Compliance with Law. User agrees to comply with all laws, ordinances, rules, and regulations applicable to the use of the premises, and to pay any and all taxes imposed by law in connection with its use. If at any time the use by User violates any such law, ordinance, rule, or regulation, the User shall either immediately cease and desist from continuing the use or immediately surrender the premises and any equipment upon demand of the SDHC.
10. Facility Manager: The function of the Facility Manager (hired and paid by SDHC) during the event is only to open the building, remain at the facility during the event, and then lock the building. **This person is not responsible to set up or take down tables and chairs, clean up, direct parking, or become involved in any aspect of the function, which is your responsibility.**
11. Assigns: You may not assign this Agreement or agree to allow any other party to use any part of the SDHC facilities without the SDHC's prior written consent. The person who signs this agreement as User must be in attendance during the rental term.
12. Waiver of Liability: Neither the City of Saugatuck (in the case of the Pump House Museum) nor the SDHC assumes any responsibility whatever for any property placed on the premises in connection with the use of the facilities for your event. You agree that the City of Saugatuck (in the case of the Museum) and the SDHC are expressly released and discharged from any and all liability for any loss, injury, or damage to person or property that may be sustained by reason of such use.

Nor is the SDHC responsible for any lost or stolen personal property. Participation in the User's event is at the sole discretion and judgment of the participants and at their own risk.
13. Indemnification, Hold Harmless, and Insurance: In consideration for the use of the facilities, you agree that (a) you will pay for any and all damage to the property of the City of Saugatuck (in the case of the Museum) or the SDHC, excluding normal wear and tear, resulting directly or indirectly from the conduct of any of your members, officers,

employees, or agents, hired help, contractors, vendors, or other invitees in connection with the use of the facilities; (b) you will hold harmless and indemnify the City of Saugatuck (in the case of the Pump House Museum) and the SDHC from and against any and all liability which may be imposed upon either or both of them for any injury to persons or property caused by you or any other person, in connection with the use of the facilities for your event; (c) **you will obtain adequate public and property damage liability insurance with a coverage limit of at least \$1 million from a bona fide underwriter maintaining sufficient protection against any injury or damage sustained by any individual while upon the rented premises; and (d) in advance of the event, you will provide a Certificate of Liability Insurance naming the City of Saugatuck (in the case of the Pump House Museum) and the SDHC as an additional insured for the day of the event.**

14. Cancellations: If for any reason the event must be cancelled less than 30 days before the scheduled date, the entire amount of the rental fee (excluding the damage deposit) will be forfeited. If for any reason the event must be cancelled between six months and 30 days before the scheduled date, a cancellation fee equal to 15% of the contracted rental fee will be assessed, and the initial payment of 50% of the rental fee will be forfeited unless the SDHC is able to re-book the date.

I/We have read and agree to abide and be bound by the terms of this Agreement and the regulations of the SDHC attached.

I/We understand that in the event of any breach of this Agreement, including but not limited to a breach of the Regulations, the SDHC may enter and retake possession of the premises, regardless of whether my/our function is in progress.

Applicant

Date

(If an organization) Title of Authorized Representative

Accepted for the SDHC by:

Executive Director

Date

The Saugatuck Museum and the Old School House are listed on the National and State Registers of Historic Places. Thank you for choosing our historic property for your event.

Insurance

Although you are free to use your choice of insurance company, past clients have used WedSafe. (wedsafe.com) They cover wedding liability as well as private event liability of up to \$5 million.

Here is a sample policy

ACORDTM CERTIFICATE OF LIABILITY INSURANCE					Cert ID 3000K
					DATE (MM/DD/YYYY) 1/1/2009
PRODUCER Madison & Mann, Inc. 4600 Coolidge Highway Royal Oak MI 48072 (248) 549-3519			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED Sample Film Producer 1111 Thomas Ave Berkeley CA 94999			INSURERS AFFORDING COVERAGE INSURER A: Sample Insurance Company INSURER B: Sample Insurance Company INSURER C: INSURER D: INSURER E:		NAIC #
COVERAGES					
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR NO./ LTR. NR/SP	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	121456789	1/01/2009	1/01/2010	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	23456789	1/01/2009	1/01/2010	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	34567891	1/01/2009	1/01/2010	<input checked="" type="checkbox"/> INC. STAT. <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	OTHER PROPERTY	456789123	1/01/2009	1/01/2010	(see DESCRIPTION if coverage applies to this certificate.)
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Sample Certificate Holder is named as Additional Insured and Loss Payee as their interests may appear....					
CERTIFICATE HOLDER			CANCELLATION		
Sample Certificate Holder 1234 Main Street Royal Oak MI 48072			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE		
ACORD 25 (2001/08)			© ACORD CORPORATION 1988		