

**Greater Oneonta Historical Society (GOHS)
Oneonta History Center & Museum (OHCM)
183 Main Street, Oneonta, NY 13820
607-432-0960 / events@oneontahistory.org**

APPLICATION FOR USE OF HISTORIC BALLROOM

Please review Guidelines for Building Use at the Oneonta History Center & Museum

Today's Date: _____

Information About Your Group:

Name of Organization or Individual: _____

Classification: ____ For-Profit Organization ____ Not-For-Profit Organization ____ Individual/Private Group

Primary Contact: _____ Phone: _____ Email: _____

Secondary Contact: _____ Phone: _____ Email: _____

Information About Intended Use of Facilities:

Requested Use DATE: _____ TIME: From _____ To _____

Purpose of Use: _____

Expected Number of Guests: _____

Requested Set Up (choose one): *GOHS will assist renter with set up and other logistics needed for event.*

____ Conference w/tables ____ Audience Style ____ Reception/Celebratory Event w/food

Food Provided By (if applicable): ____ Renter ____ CATERER [Name] _____

[Contact Info] _____

Will Alcohol be Served? ____ No ____ Yes *A permit to serve alcohol must be provided to GOHS in advance of event.*

Rental Fees (also see appended Guidelines)

• **Meeting/Conference, Humanities/Cultural Programming**

- Non-profit group or humanities/cultural programming: \$ 0 (or by donation, accepted at any time)
- Individuals / for-profit organizations or groups:
 - During business hours: \$50 for up to 3 hours + \$50/hour for each hour over 3 hours \$ _____
 - Off hours: \$100 for up to 3 hours + \$100/hour for each hour over 3 hours \$ _____

• **Other Functions** (receptions, parties, luncheons, dinners, etc.)

- Non-profit group: \$50/hour x ____ hours = \$ _____
- Individuals / for-profit organizations or groups: \$100/hour x ____ hours = \$ _____

• **Additional Fee(s):** GOHS Staff \$ _____ Other \$ _____

Describe: _____

TOTAL: \$ _____ **Deposit (50%):** \$ _____

ADDITIONAL DETAILS

AGREEMENT

The undersigned is over 21 years of age and has read this form and attached Guidelines for Building Use at the Oneonta History Center & Museum and agrees to comply with them. They agree to be responsible to the Greater Oneonta Historical Society (GOHS) for the use and care of the facilities. On behalf of their organization, they do hereby covenant and agree to defend, indemnify, and hold GOHS from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of GOHS's property, facilities and/or services.

Renter Signature: _____ Date: _____

GOHS Authorization: _____ Date: _____

FOR GOHS USE ONLY

Deposit Received: Amount \$ _____ Cash ____ Check ____ Credit Card ____ Date _____

Balance Due Received: Amount \$ _____ Cash ____ Check ____ Credit Card ____ Date _____

Alcohol Permit Received (if applicable): Date _____

Post Event Notes:

Guests in Attendance: _____

On-site GOHS Staff: _____

Additional Notes: _____
