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**Trimborn Farm & Threshing Barn
2016 – 2017 Rental Fees
Ceremony Only**

The Threshing Barn at Trimborn Farm is available from the Milwaukee County Historical Society as a rental facility for private parties, picnics, weddings, and other events. Situated in the only Milwaukee County Park with a historic site, German immigrants originally threshed and stored grain in this Civil War-era structure with high ceilings and traditional post-and-beam construction.

Reservations must be made at least two months in advance.

Rates: Three Hours: \$800 (one day)
Each additional hour: \$125
Security Deposit: \$200

Barn rental area: 50' x 32'

Capacity: 120 (Note: The lawn space outside the Threshing Barn is ideal for an additional tent.)

Availability: May through October
10 a.m. to 10 p.m., daily
Rentals will be limited to a maximum of five (5) hours and span no more than 2 days.

Accessibility: Wheelchair-accessible. Two wheelchair-accessible rest rooms are available in the farmhouse.

Parking: Ample free parking on the grounds.

ABSOLUTLY NO SMOKING ON TRIMBORN FARM SITE

TRIMBORN FARM FACILITY RENTAL AGREEMENT

This Facility Rental Agreement is made and entered into as of the last date on the signature page to this Agreement by the person(s) or organization identified below as "Renter" or "you," and by Milwaukee County Historical Society (referred to below as the "Society" or "we").

Trimborn Farm is a National Register historic site with contents that are fragile in nature and of considerable historic value. In order to protect these community treasures and to provide a well-administered event for Renter and guests, this Agreement requires the Renter's compliance with all terms outlined below and on the attached pages, as well as with the current schedule of Rental Fees.

Renter Information:

Renter / Organization: _____

Name of Contact Person: _____

Address: _____

City, State, Zip: _____

Telephone: (daytime) _____

Fax: _____ *E-mail:* _____

Event Information:

Area Rented: _____ *picnic grounds only* _____ *Threshing Barn and picnic grounds*

Date of Event: _____

Load in Time: _____ *Load Out by:* _____

Event Start: _____ *Event End:* _____

Total Hours: _____

Anticipated Attendance _____

Facility Use Policies, Procedures, Terms and Conditions

Reservation Requirements: Application for use of Trimborn Farm facilities should be made at least 2 months in advance of the scheduled event. A non-refundable deposit of 50% must be submitted with the signed Facility Rental Agreement, payable to the Milwaukee County Historical Society, which will be applied against the final balance. This transaction is to happen at the Milwaukee County Historical Center in downtown Milwaukee. The remaining balance of the rental fee is due 30 days before the event. Receipts will be provided. Any additional charges will be billed following the event, and payment is required within 30 days of invoice. A late fee of 1.5% per month will be assessed for accounts 30 days past due. Failure to make timely required payments can result in cancellation of the event and forfeiture of all monies deposited.

No reservation is guaranteed until we receive a completed reservation form and deposit. If we hold date while your reservation is still tentative, we will attempt to call you if someone else requests your date. However, if we do not receive confirmation of your interest within 48 hours after we call you, we reserve the right to release the date to another party.

Trimborn Farm is owned by Milwaukee County and operated by the Milwaukee County Historical Society (hereafter the “Society”), and is available for rental use by individuals, civic groups, and other organizations from Milwaukee County and surrounding areas. As a private, non-profit organization the Society is dedicated to collecting, preserving and interpreting artifacts and documents related to the history of Trimborn Farm. Guests are asked to support this mission by striving to protect our exhibits, equipment and facilities from damage. To this end, the Society has established the policies outlined here in the best interests of our organization, the larger community, and those renting the facility.

- 1. Demise of Premises:** Because Trimborn Farm is open to the public during business hours six days a week, the Renter will have exclusive use of the Threshing Barn, if rented, but not of the rest of the park during these hours. The terms and conditions of this Agreement do not require Trimborn Farm to relinquish control of its premises, its facilities, or its services to the Renter, and the Society reserves the right to require the Renter or any participants to leave the premises if the Society feels such an action is warranted.
- 2. Cancellations:** Cancellation of an event by the Renter must be made in writing to the Society, and will result in the forfeiture of the non-refundable security deposit. The Society reserves the right to cancel an event if the facilities are, in the sole judgment of an authorized Society representative, rendered unsuitable for the event due to fire or other calamity, act of God, labor dispute, notice of violations by any municipal, county or other government agency, or any other occurrences beyond the control of the Society. In the event of such cancellation, the Renter will not be liable for payment of any fees for cancelled events, nor will the Society have any further liability or obligations with regard to the cancelled events. Should such action prove necessary, the Society will make reasonable efforts to provide suitable time for re-scheduling.
- 3. Capacity:** The Threshing Barn has a capacity of 120 people, and the picnic grounds are available for up to 200 people. Groups above 120 people using the Threshing Barn must make provisions for overflow on the grounds outside the Barn, including tables, tents, and any shelter from the weather. Please respect the upper limit established by the Society staff in compliance with fire code regulations. Renter is responsible for obtaining the necessary building permits from the Village of Greendale for any tents. Per the Village of Greendale, all permits must be obtained a minimum of one week before the scheduled event.

4. **Usage:** Reasonable efforts will be made to accommodate the Renter's space needs, but please be aware that Trimborn Farm's primary mission is to serve as a historic site. Accordingly, keep any foodstuffs and beverages away from artifacts and exhibits on display; supervise children so that they do not touch or handle exhibit materials or equipment; and do not remove any items from walls or display areas. Only the specific area described in this Facility Rental Agreement may be used, but all areas of the park – including building exteriors, restrooms, fields, parking areas – must be properly supervised by the Renter. Prior approval is needed before posters or signs may be mounted on walls. Removal of exhibit materials for the event is not allowed, in keeping with the Society's mission as a museum.

If any items that belong to the Society are moved (i.e. benches, hay, bricks, etc.) they are to be put back immediately. Once again, Trimborn Farm is a historical site and needs to be kept neat and orderly. Things that are misplaced can be fire or safety hazards. If things are not placed in their original locations, the Society may assess Renter an additional charge of up to \$50 per misplaced item.

The Village of Greendale dictates noise levels in Chapter 9.6 of the Code of Ordinances:

(b) Radios, phonographs, etc. Using, operating or permitting to be used, played or operated any radio receiving set, musical instrument, phonograph or other machine or device for the producing or reproducing of sound in such a manner as to unreasonably disturb the peace, quiet and comfort of the neighboring inhabitants or at any time with louder volume than is reasonably necessary for convenient hearing for the person or persons who are in the room, vehicle or area in which such machine or device is operated and who are voluntary listeners thereto. The operation of any such set, instrument, phonograph, machine or device in such manner as to be plainly audible at a distance of 50 feet from the building, structure or vehicle in which it is located shall be prima facie evidence of a violation of this section.

(c) Loudspeakers and amplifiers for advertising. Using, operating or permitting to be played, used or operated any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for the producing or reproducing of sound which is used upon the public streets for the purpose of advertising.

(d) Yelling, shouting, etc. Yelling, shouting, hooting, whistling or singing on the public streets, particularly between the hours of 8:00 p.m. and 7:00 a.m. or at any time or place so as to annoy or disturb the quiet, comfort or repose of any persons in any office or in any dwelling or residence or of any persons in the vicinity.

If the noise exceeds the levels permitted by the Village of Greendale, the Renter is responsible for any fines attributed to the noise.

The Society assumes no responsibility for the security and safety of stored goods prior to or after an event. The Renter or vendor must remove all property from Trimborn Farm at the conclusion of the event. All debris, boxes, refuse, etc. will be placed in proper receptacles which will be made available to you.

NO Smoking is allowed inside any Trimborn Farm buildings or on the grounds at any time.

Any evidence of such smoking having occurred will result in a \$100.00 assessment. No smoke machines, pyrotechnic devices, grills or candles are allowed.

5. Contracted Rental Times are FIRM. In order to fully and equitably accommodate all of our rental clients, and to ensure that we have the appropriate number of staff scheduled for each event, rental times are firm. We must ask that the Renter and their guests do not arrive early or stay later than the period of time specified in this Agreement. An on-site Society staff member will have a sign in and out sheet that needs to have a signature upon arrival and upon leaving. This verifies the times that the Renter is using the facilities. It is the Renter's responsibility to usher out the last guests. An hourly fee of \$200 will be added to any time used by the Renter in addition to the time contracted.

Time changes may be made up to one month before the event subject to corresponding adjustment of the rental fee. If time changes are made anytime within one month of the scheduled event, an additional fee will be added.

6. Caterers and Alcohol: For Ceremony only, there is to be no alcohol on site.

7. Departure and Clean-Up: Renter is required to arrive and depart at the times stipulated in this Agreement. Renter will remove all of its property from the premises at the close of its event, and the Society is not responsible for any items left behind.

Renters are responsible for making sure all garbage is removed from the premises. Failure to comply may result in an additional assessment of \$50 to be removed from the security deposit.

The Society will perform routine clean-up after your event. If the degree of clean-up required is beyond what might be expected in terms of normal wear and tear, the Society reserves the right to charge a reasonable additional clean-up fee. If the event generates large quantities of refuse and/or recyclables. Renter may be billed for removal of such items.

Renter has read and agrees to abide by the provisions of this Facility Rental Agreement and the Society's current Schedule of Rental Fees.

Name: _____

Event: _____ Date: _____

Number of hours: _____

Total fee: _____

Deposit received: _____ Date: _____

Balance: _____ Due: _____

Signature: _____ Date: _____

For the Milwaukee County Historical Society:

Signature: _____ Date: _____