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## **Trimborn Farm with Threshing Barn**

### **2016 Rental Fact Sheet**

**Reservations must be made at least two months in advance.**

**Rental Fees:** First two hours: \$700  
Every hour after: \$200  
On-Site Management: \$100  
Cleaning Fee: \$100  
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 15 through October 15 (but not holidays and holiday weekends)  
10 a.m. to 10 p.m., Sunday through Saturday

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

**Parking:** Ample free parking on the grounds.

**Catering:** Caterer of your choice.

***ABSOLUTLY NO SMOKING ON TRIMBORN FARM SITE***



## **Facility Use Policies, Procedures, Terms and Conditions**

**Historical Society Approval:** The Historical Society reserves the right to review and approve or disapprove, at least one month in advance of the event, all activities to ensure that they are in agreement with the goals and objectives of the organization and its standards.

The Historical Society also reserves the right to make final decisions about the set-up of any event. The final layout of the event should take place at least one month in advance during a scheduled walk-through with the Renter's contracted vendors and a member of the Society's staff.

**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. The remaining balance of the rental fee is due thirty 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 the day" 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 24 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:** 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. Approval and Insurance:** The Society reserves the right to approve or reject any application submitted for use of its facilities. The Society also reserves the right to review and approve or disapprove, at least one month in advance of the event, the set-up, layout and all activities to ensure that they are consistent with the goals and objectives of the Society and its standards. Any unusual use of Trimborn Farm or its facilities may require approval by the Executive Director and/or the Board of Directors of the Society. Additional fees may be required if services over and above those specifically set forth in this Agreement are required of the Society and its staff.



In conjunction with the rental of Trimborn Farm facilities, **the Renter will indemnify and hold harmless the Society, its directors, officers, employees, and agents against any and all damages, claims, or other liability due to personal injury, death, or damage to or loss of property arising from Renter's use of any and all facilities at Trimborn Farm. To this end, Renters must submit a Certificate of Insurance for no less than \$300,000 at least 30 days before the event.**

Any damage to the collection, facility or equipment is the responsibility of the Renter. The Renter agrees to compensate the Society for any damage within a reasonable amount of time according to an evaluation provided by an insurance expert approved by the Society.

3. **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.
4. **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.
5. **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 take from the security deposit and charge the Renter an additional fee of up to \$50 per misplaced item.

**There is No Amplified Music at Trimborn Farm Park**



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 inside or near any buildings.

- 6. 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 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.

- 7. Caterers and Alcohol:** Trimborn Farm does not have preparation space for food. Caterers must bring their own equipment, and must conform to the Village of Greendale Health Department food preparation requirements. **Caterers are subject to the same terms and conditions as the Renter who hires them, and caterers are required to remove all materials and refuse when they leave the premises.** Renters are responsible for handling all interactions with caterers.

The Renter's event is private and not open to the public. State of Wisconsin and Village of Greendale statutes, ordinances and regulations apply with respect to alcohol. If the Renter charges no entrance fee for the event, and alcohol will not be sold, beer and/or wine may be brought and consumed. If the Renter charges an entrance fee for the event, or beer and/or wine is sold, the Renter must obtain a temporary Class B liquor license from the Village of Greendale at least one month in advance. Alcoholic beverages other than beer and wine are not permitted. No minors under the age of 21 may be served any alcohol. Society staff may require that further alcohol service be denied to persons who appear to be intoxicated, disorderly, or under age.

- 8. 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 a fee of \$50 withheld 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 (for example, boxes of empty wine bottles), Renter may be billed for removal of such items.



## TRIMBORN FARM FACILITY RENTAL AGREEMENT

This Facility Rental Agreement is made and entered into as of the last date on this 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)*

*E-mail:*

### ***Event Information:***

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

*Date of Event:*

***Load in Time:***

*Event Start:*

***Event End:***

***Load Out by:***

*Total Hours:* \_\_\_\_\_

*Anticipated Attendance* \_\_\_\_\_

*Alcohol use:* \_\_\_\_\_ *No*

\_\_\_\_\_ *Beer and/or wine will not be sold AND the Renter charges NO entrance fee*

\_\_\_\_\_ *Beer and/or wine will be sold OR the Renter charges an entrance fee*

*(Note: You must qualify for a temporary Class B liquor license under Wisconsin statutes.*

*Please contact the Village of Greendale at least one month in advance to ensure your qualification and to obtain this required license for your club or organization.)*



A Renter that is an organization shall furnish its representatives with a copy of these policies and procedures.

Event \_\_\_\_\_ Date \_\_\_\_\_

Number of hours: \_\_\_\_\_

Total fee: \_\_\_\_\_

Deposit received: \_\_\_\_\_ Date: \_\_\_\_\_

Remaining balance: \_\_\_\_\_ Due: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date \_\_\_\_\_

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

For the Milwaukee County Historical Society:

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

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