

WELCOME TO THE PEIRCE MANSION



Rental Agreement

The person or persons signing this agreement (the Renter) agrees to be solely responsible for leaving the premises in the condition it was found. Any damages or recovery cost will be billed to the Renter.

RENTAL RATES

Monday - Thursday	\$50.00 per hour	Two-hour Minimum Required
Friday, Saturday, Sunday	\$100.00 per hour	Two-hour Minimum Required

Please make checks payable to the Sioux City Museum and Historical Association.

Renter Name _____

Address _____

City, State, Zip _____

Phone (Cell) _____ (Land Line) _____

Email Address _____

Date(s) of the Event _____

Type of Event: _____

Estimate Number of Guests: _____

Start time: _____ End time: _____

Your total rental time must include set-up and clean-up hours.
Any additional time on the premises beyond your agreement will be charged at the hourly rate.

Peirce Mansion Rental Agreement

1. The Peirce Mansion is a historic home on the National Registry of Historic Homes. We ask that you treat it as your own home in your own neighborhood.
2. Keep in mind that the contents and structure are valuable and fragile. Guests should stay within the public area. Please do not attempt to open any windows or fire escape doors.
3. All parties signing this agreement assumes full liability for damage or loss sustained by the Mansion or its furnishings. The cost to repair or restore damages caused during your event will be charged to signing parties.
4. Closing time is no later than 10:00 pm. **Your rental time must include set-up and clean-up.**
5. The Mansion rental includes use of over 150 chairs, six 60" round tables and six rectangle buffet tables. Tablecloths may be rented for an additional \$35.00. **Please leave tablecloths on the tables after your event.**
6. Alcoholic beverages may be served. No kegs are allowed. No cash bar is allowed if sold by the renter. Any caterer selling alcohol must have an off-site liquor license.
7. No smoking or open flames, including candles, are allowed within the Mansion. Alcohol burners for chafing pans are permissible.
8. No confetti, glitter, rice, bird seed or other such substances are allowed. Use of such items will incur a \$100.00 cleaning fee.
9. The renter and/or caterer is responsible for cleaning the kitchen and related areas. The renter and/or caterer is also responsible for taking trash to the outdoor containers and replacing trash liners in the indoor trash cans and baskets. **Please remind your caterer of the clean-up requirements.**
10. A mansion host will always be on the premises to answer questions, assist with guest safety and to provide security for the Mansion. **Please assist the host in returning the Mansion to its original condition.**
11. **For safety reasons, children under age 12 should not be on the 2nd or 3rd floors of the Mansion or in the yard without adult supervision. Fire Escapes are for emergency use only.**

Payment can be mailed to or dropped off at:

Sioux City Public Museum, Attn: Peirce Mansion, 607 4th Street, Sioux City IA 51101

- **A non-refundable \$100.00 deposit, along with a signed Rental Agreement, is due within 10 days of reserving your date in order to secure your event. The balance of the rental fee must be received 10 days prior to your event.**

Signature of Renter _____ Date _____