

General Policies for Facilities Use at Fort Meigs State Memorial

The primary purpose of the Ohio Historical Society (OHS) is to preserve the state's historical, archeological, and natural heritage through research, collecting, education, and exhibition. We welcome the opportunity to expand our educational outreach efforts in Ohio by allowing use of Fort Meigs State Memorial (Fort Meigs site) for business and social functions. However, the care and security of the exhibits and collections must be of primary importance during the event planning and the event itself. Therefore we ask your cooperation in helping to preserve the integrity of our facilities. The following guidelines are designed to assist you in planning your event. Specific items and terms will be listed in your contract, as well as our contracts with your special event agents. As a result the Ohio Historical Society requires adherence to the following policies:

Use

The use of the facilities administered by the Ohio Historical Society (OHS) is subject to the following limitations:

- a. Regular operational needs and scheduled OHS activities shall have the first priority.
- b. Activities must be consistent with the activities of the Society.
- c. Use of Ohio Historical Society administered facilities shall be regulated by administrative policies established by the Board of Trustees.

Purpose

Because it is the mission of the Ohio Historical Society to stimulate public interest in history, groups are encouraged to include an educational or historical component in conjunction with their event. Ask your facilities use coordinator for more information.

Types of Events

Use of the museum/grounds facilities may be available for the following types of events:

- a. Ohio Historical Society sponsored events, which present activities to the public, including lectures, dinners, workshops, exhibit openings and presentation ceremonies.
- b. Internal events, which are either nonpublic or attended by staff volunteers, or members of professional organizations, including board meetings, annual meetings, staff events, etc.
- c. Events hosted by nonprofit groups, corporations, organizations, or individuals, and involve the use of Fort Meigs facilities, including business meetings and seminars, corporate events, banquets, wedding ceremonies, social receptions, etc.

Rental

Rental of space includes approximately one hour of set up before the event and one hour of tear down after the event. Client is responsible for any additional time extension for clean up. Rental rates include house lighting, heating and air conditioning, janitorial services for public areas, restrooms and lobbies, and on-site event personnel the day of your event. The revenue generated by these events benefits the annual operating fund of the Ohio Historical Society.

Scheduling an Event

All events are scheduled and coordinated through Fort Meigs' staff and/or the OHS Facilities and Rental Coordinator. All event details must be approved by Fort Meigs' staff or the OHS facilities coordinator, including, but not limited to food service, entertainment, florists, event planners, production companies, decorators, invitations, print materials, etc. The procedures for scheduling an event are as follows:

- a. All facility users are required to complete an initial application requesting the use of the facility. Requests will be considered with the Fort Meigs needs in mind, including security, custodial needs, conservation, staffing, building logistics, and the Society's own programming schedule.
- b. Upon approval of the application, the facility user will receive a rental agreement form, and a copy of the "General Policies for Facilities Use at Fort Meigs State Memorial" to sign and return with a 50% deposit of projected facilities use rental fee for your event to confirm the date. No reservation will be confirmed until the signed contract and deposit are received by Fort Meigs.
- c. Full payment is due 15 days prior to the event unless otherwise authorized. Any additional costs incurred will be invoiced separately following the event. A credit card number is required for the final balance.

Available Hours for Private Events

- a. Daytime events may be scheduled Wednesday- Sunday, 9am – 5pm for the non-public areas only. Evening events cannot extend past 11 p.m. (this includes clean up time). Certain areas are not available during public hours. The grounds inside the fort are not rented.
- b. All functions are to end at the agreed upon time. The society reserves the right to insist that guests, caterers and all vendors leave the building at the agreed upon time.
- c. Facilities may be scheduled based on availability. During special events rental facilities may not be available due to event requirements or staffing requirements. Rentals during these periods will be based upon available staffing resources and space.

Smoking

The buildings at Fort Meigs are smoke-free environments. Please check with the site staff to see where the designated smoking areas are located.

Alcohol

Events serving alcohol must use an approved caterer for their bar service. Some exceptions may apply to small events with provided liability insurance. The Ohio Historical Society is not liable for any injuries to guests or negligence where alcohol is involved. Bar service will be discontinued at least 30 minutes before the scheduled conclusion of the event.

Rental Equipment

The facility user must contact the Fort Meigs staff or the OHS facilities coordinator to discuss all requirements of setup and electrical needs. All rental equipment is subject to the Society's approval. Facilities users may rent available event equipment from the Ohio Historical Society at a nominal fee. (Refer to the "Rental Basics" sheet).

Electrical Requirements

Normal electrical requirements are provided at no charge. Anything above this is charged at a rate of \$35.00 per hour not including any special hookup, installation or other specialty fees.

Vendors

You must advise the Fort Meigs staff or OHS facilities coordinator of your selection of vendors for your event. This includes anyone who may be delivering, setting up, or tearing down any items or equipment for your event. This list with phone numbers and contact names is due at least 30 business days prior to your event. Fort Meigs and OHS works with a list of approved vendors. OHS reserves the right to bar any vendor from the facility at its own discretion.

Catering

Fort Meigs has a preferred list of caterers and must approve all other caterers. Food and beverages are prohibited in the museum area within the Visitor Center. Please consult Fort Meigs staff or the OHS facilities use coordinator for more information.

Caterer's Requirements

All caterers must provide the Fort Meigs with a certificate of insurance from their insurance carrier stating that they have in force, bodily injury and property damage liability protection, including product liability, in the amount of no less than \$1 million in combined single limit. The caterer also must provide proof of worker's compensation insurance as required by law. All caterers shall provide the Fort Meigs a copy of their current food service license, minimum of a Commercial Class 4 by the Wood or Lucas County Environmental Health Department. The caterer also warrants that all food service equipment, supplies, food and beverage services, used or furnished within the Fort Meigs site shall be in full compliance with all laws, rules and regulations of the Health Department, City of Perrysburg, Ohio, as if said laws, rules and regulations were fully rewritten herein. All caterers must adhere to all of the Ohio Historical Society's catering policies furnished by your facilities use coordinator.

Deliveries

The Fort Meigs staff or OHS facilities coordinator will coordinate all deliveries. All delivery staff must check in at the Visitor Center prior to unloading. The Fort Meigs staff has full authority to make corrective changes and oversee the supervision of deliveries, setup, production, catering, teardown and cleanup of the event. All catering, floral equipment, decorations and other materials brought in by the facilities users or any agent (vendor) of the facilities user may not be installed in any public spaces open to the general public prior to 5 p.m., the normal time the site closes to the public. All the breakdowns must occur immediately following the event and all rental and decorating items removed the same night, unless special arrangements are made. The Ohio Historical Society cannot assume any responsibility for items left by the caterer, rental company or facility user.

Tents

The fort staff or facilities coordinator will coordinate the scheduling of all tent delivery, set up, tear down, and pick up of tents at Fort Meigs. All deliveries and pick ups by vendors is by appointment only. Site management will supervise tent delivery, set up, tear down, and pick up of tents. Tents must be torn down and off premises before Fort Meigs opens to the public. Deliveries, set up, tear down, and pick up arrangements cannot impede the visitor experience; therefore times will vary depending on the season.

Décor

Decorations must not endanger the site's collections, necessitate the moving of exhibits or affect their appearance. All signs or decorative features must be temporary and leave no marks when removed at the end of the event. In consideration of the site's professional museum ethics, no artifacts from the society's collections may be used for props or decorative purposes, not any actual antique or decorative arts item from a private collection where food is being served. Arrangements for deliveries, setups, and removal of decorations must be made through Fort Meigs staff with the Site Manager's approval.

Music, Dancing, and Entertainment

The Facilities Use Office must approve all plans for music, dancing, and/or other forms of entertainment. Facility users offering music for private events are subject to ASCAP (American Society of Composer, Authors, and Publishers) fees for copyrighted materials. Users are responsible for the ASCAP fees.

Inclement Weather Policy

Events that are scheduled outdoors at Fort Meigs are held rain or shine. Precautions of temporary shelters, the curtailment of certain activities or other rain alternatives should be considered during the planning process. No refund of deposit will be made for events that are cancelled or altered by the facility user because of inclement weather. The Society reserves the right to cancel this Agreement and the underlying event in case of weather or other emergency situation beyond its control. A full refund of the deposit (less the \$150) will be made should this occur.

Noncompliance

The Ohio Historical Society reserves the right to deny use or continued use of its facilities to any person or organization not complying with the Ohio Historical Society's policies and procedures.

Liability

Each facility user shall indemnify and hold harmless the Ohio Historical Society, its agents and employees against any and all damages, claims and liability due to the loss of property of others or any other liability arising out of its use of the society's facilities. The facility user is responsible for the payment of damages to or loss of the Ohio Historical Society's property if occurred as a result of the preparations or clean up for, or during the actual event.

Insurance

The facility user is required to maintain liability insurance for the event and shall name the Ohio Historical Society as an additional insured on their policy.

Waivers and Discounts

Individuals or corporations may qualify for a limited waiver or discount of the facility fee based upon the level of contribution to the Society's Corporate Associate program. Departments, boards, agencies, and commissions of the state government may use specific rental spaces at a special government rate during regular operating hours. All direct costs incurred by the Society will be assessed to users in this category as well as the site admission charges.

Cancellations

The Society reserves the right to cancel an event when a need arises for the use of the space for its own programming. The Ohio Historical Society has the right to alter event plans if necessary due to weather if activities will in any way damage the facilities. This will only be put into effect when the Society has no reasonable alternative. A full refund less a \$150 non-refundable deposit will be made should this occur. If the facilities user contacts the Society to change their date for an event, it will be considered a cancellation and rebooking. The cancellation must be made 90 days prior for full refund of the deposit, less a \$150 non-refundable processing fee. If a cancellation is made between 60 and 89 days prior, receives 75 % of the deposit less the processing fee. If a cancellation is made between 30 and 59 days prior, 50% of the deposit will be returned less the nonrefundable-processing fee. If a cancellation is made less than 30 days prior to the event, 100% of the deposit will be retained by the Society.

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