

Varnum Continentals

Varnum House Museum Rental Fees

Events Package A

For with 25 or fewer people.

\$200 for 2 hours

\$300 for half day (4 hours)

\$500 for full day (8 hours)

\$100 per additional hour

\$100 security deposit

Events Package B

For 26 to 50 people.

\$350 on weekdays for 3 hours

\$400 on weekends for 3 hours

\$100 per additional hour

\$150 security deposit

Events Package C

For 51 to 75 people.

\$450 on weekdays for 4 hours

\$600 on weekends for 4 hours

\$100 per additional hour

\$250 security deposit

Events Package D

For 75 people or more.

\$600 on weekdays for 4 hours

\$750 on weekends for 4 hours

\$100 per additional hour

\$400 Security deposit

All packages include the use of the following areas:

- Lawn
- Back patio
- Meeting room (as a staging area)
- Bathroom

Discounts

- Varnum Continental Members: 50%
- Non-profits: 20%
- Military: 20%
- Law Enforcement: 20%
- Fire Department: 20%

Reservations

Approvals must be made on a yearly basis, and cannot be continued for more than one calendar year at a time after approval date. The President and/or the Varnum Executive Committee must approve all applications for rentals in advance and in writing. A responsible adult or adults, who will become

guarantors for all activities and property, must make all applications. A rental form must be completed and will identify services required.

Security Deposit

The security deposit and a completed rental agreement are required to reserve a date and area for the event. The Varnum Continentals retain the right to use any or all of the security deposit toward any claim it may have for overtime, clean up, damages to or destruction of any property located in or on the premises belonging to the Varnum Continentals, as a result of the Contracting Party's use of the premises on the Event Date. Any additional charges incurred in excess of the security deposit will be charged and billed separately to the Contracting Party.

Rental Fee Deposit

One half the rental fee is due at time of signing contract agreement. The balance is due three weeks prior to the event. Overtime is billed after the event is complete.

Rental Fees

The rental time shown on the contract includes set-up, event and clean-up time. If additional set-up time is needed, the per hour charge will be applied.

Cancellation Policy

The security deposit is non-refundable.

Catering Policy

All caterers working on Varnum Continentals property must have a current certificate of insurance (aggregate \$1,000,000) on file with the Varnum Continentals prior to catering the event. The museum kitchen may not be used for the preparation of food or for cooking of the food. All food must be prepared off premises. It is the contracting party's responsibility to inform the caterer of this policy.

Security

If it is necessary to have security for the event, the contracting party shall pay the cost.

Photography

There is no charge for wedding photographs if the Contracting Party is renting facilities from the Varnum Continentals to host the wedding. However, arrangements must be made in advance and scheduled on the calendar.

There is a \$100 per hour charge for photographers who wish to use Varnum Continentals property as a setting for wedding photographs when the subject does not have a wedding event contracted on Varnum Continentals property.