

THE CONRAD MANSION
P.O. Box 1041, Kalispell, MT 59901
406-755-2166 / 406-755-2176 FAX

Contract/Guidelines for Events
Inside the Conrad Mansion

COST

- \$750.00 Event rental, includes first floor of mansion only
- \$25.00 per person for special nooks and crannies tour
or
\$10.00 per guide per hour to provide set-up / clean-up and regular tours
- \$750.00 Cleaning Deposit required one month in advance of the event. Paid by a separate check. Deposit is refundable pending inspection and cleaning assessment by mansion personnel.
- A \$375.00 event deposit is required at the time of the reservation (non-refundable).
- Balance due a month in advance of event.
- There is a \$300.00 minimum damage fee if any damage is incurred. You will be billed accordingly.

MANSION OBLIGATIONS:

- Walkways will be cleaned of leaves and/or snow.
- The mansion will be clean and ready for the renters on the day of the event.
- Museum exhibit items will be stored away to the fullest extent possible during event.
- Mansion staff will be available to allow access to the house for caterers, musicians, and event planning staff prior to event. Contact Mansion Director or Assistant Director to reserve a time.
- The Mansion will be decorated for the holiday season between November 1st & December 30th.
- The Mansion staff will inspect the property after the named event.
- If any major cleaning is necessary or damage found, the Mansion will notify the renter of additional charges. The Mansion will return any unused portion of the cleaning deposit with a written account of expenditures
- The Mansion is not responsible for items left on the property post-event.

Client Initials _____ / _____

EVENT PARTY OBLIGATIONS:

- Event must take place between 5pm and 10pm.
- Grounds and house must be left clean.
- No photography inside the Mansion.
- No parking in the driveway in back of the house. It is an emergency lane and only to be used for loading and unloading.
- No alcohol may be sold on the grounds but you may provide it for guests.
- Port-A-Potties are allowed on the grounds during winter months of between mid-October – mid-May with Mansion approval.
- Renter agrees to indemnify and hold the Mansion harmless for any injury to any occupant of the Mansion during the event.
- Renter agrees to keep all noise levels appropriate for the event, and for the Mansion itself, and to ensure its guests at the Mansion are respectful of the Mansion's neighbors.
- Renter agrees that should any term or condition of this contract not be fulfilled by the Renter, that the Mansion may charge an additional fee to Renter in an amount no less than \$300.00.
- If any damage is incurred to the Mansion, its contents, or the grounds during the Renter's occupancy, the Renter is and agrees to be liable for said damages and further agrees to pay any costs of repair and all other associated costs and expenses for damages.
- **Please remind your guests that this is an historic museum and to be careful. The contents are irreplaceable.**

Client Initials _____ / _____

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Please remember this is a museum located in a residential neighborhood. This is also a place of business and will remain open during regular business hours.

The Conrad Mansion also reserves the right to charge an extra fee for not following the specified guidelines. The amount of any additional fees will be determined by the Manager on duty at the time of the event. The minimum charge for any damage or failure to adhere to guidelines will be \$300.00.

Please print clearly and legibly:

I, _____ (print name) agree to follow the specified guidelines.

Address: _____

Phone #: _____

E-Mail: _____

Date of Event _____ Amount Due \$ 750.00

Estimated Start and End time of Event _____

Nooks and Crannies Tour = # of Guests _____ x \$25 ea. Amount Due \$ _____

Or

Hours/guides needed for set-up/clean-up & Regular Tours
Each guide is 10.00 per hour - 1 guide is required for every 15 guests
(Example: 30 guests for 4 hours =
2 guides x 10.00 ea. x 4 hours = \$80.00)

Amount Due \$ _____

Total Amount Due \$ _____

Signature _____ Date _____

Deposit Paid - Date _____ Staff initials _____ Amount paid \$ _____

Balance Paid - Date _____ Staff initials _____ Amount paid \$ _____

Paid in Full - Date _____ Staff initials _____ Amount paid \$ _____
