

The Speak Easy User Agreement

User Contact Information	
Contact	
Organization	
Billing Address	
Phone	
Email	

Rental Information				
Dates				
Project Name				
Project Description				
Fee	<input type="checkbox"/>	1 Day (up to 8 hours)	\$350 total	\$175 at signing
	<input type="checkbox"/>	3 Days (up to 72 hours)	\$1,000 total	\$500 at signing
	<input type="checkbox"/>	7 Days (up to 168 hours)	\$2,500 total	\$1,250 at signing

Agreement		
<i>By signing this agreement, you are agreeing to pay the charges listed above and to abide by the policies, procedures and rules of use outlined on the back of this agreement.</i>		
Renter		
	Signature	Date
Scott County Historical Society		
	Signature	Name
<p>Please return this agreement with a check for 50% of total to: Scott County Historical Society 235 Fuller Street South, Shakopee, MN 55379</p>		

RENTAL POLICIES, PROCEDURES AND RULES OF USE

Contract Fees

- *A signed contract along with 50% of your rental fee is due at least 1 month before rental*
- The contract balance is due 15 days prior to trailer pick-up
- Renters incur a \$50/hour penalty if the trailer is not returned beyond contracted end time
- On-site interviewer available for an additional \$25/hour fee. Arrangements must be made at least 4 weeks in advance of rental
- This rental policy may be amended at the discretion of the Scott County Historical Society

Liability & Damages

- *Renters must provide a copy of their insurance policy naming the Scott County Historical Society as an additional insured for the duration of the rental*
- Renter is responsible for any damage sustained during the rental period
- All additional fees incurred are payable immediately
- The SCHS is not responsible for any damages or loss of items stored or displayed on/in the trailer prior to, during or following the renter's function
- Renter is responsible for any damages and/or thefts that occur to the trailer and recording equipment, or property by their guests, invitees or other agents under the renter's control

Rental Scheduling and Cancellation

- Rentals must be scheduled at least one month in advance
- *All cancellations must be in writing. Cancellation fees are based on the following schedule:*
 - *Cancellations 60 days prior to scheduled event: no fee*
 - *Cancellations 14 days prior to scheduled event: forfeit 50% of fee*
 - *Cancellations 7 days prior to scheduled event: forfeit full fee*
- The SCHS reserves the right to cancel this Agreement, and the underlying event in case of weather, emergency situation beyond its control, mis-representation of the renter to the SCHS, or any reason the SCHS deems necessary.

General:

- Renter must take part in a brief training prior to or at pick up of trailer
- The renter agrees to provide SCHS total mileage within 14 days of the end of the rental
- There is NO smoking in or near the SCHS trailer and no lit candles in the trailer
- Trailer must be returned clean, complete and in good working order
- Food and beverage may not be consumed near the recording equipment
- The SCHS is not responsible for any items that are left in the trailer
- Use of equipment as outlined in this agreement is on a first-come, first-served basis
- No adhesives should be attached to interior or exterior walls of the trailer
- Children under age 16 must be supervised at all times by an adult
- Trailer must be locked when unsupervised
- Renters may take pictures, please credit the SCHS and the Speak Easy when possible. Any photographs published in media must credit SCHS