

**PEMBINA THRESHERMENS
MUSEUM INC.**
Phone (204) 325-7497
E-mail: info@threshermensmuseum.com

Rental Contract

Name: _____ Number: _____
Address: _____ Date: _____

Rental during weekends Jun-Sept. AND Mid Nov.- to end of Dec.	Min. charge \$150.00	No. of Days	Cost Per Day	Total Cost
Din. Hall Only No Kitchen But incl. Coffee Perks & Fridge by the washer Tables & Chairs (Max 160 ppl)			\$150.00	
Din. Hall & Kitchen incl. Coffee Perks, Walk in Cooler, Dishes, Cutlery, Pans, Stove, DW Tables & Chairs (160)			\$300.00	
Kitchen only for Prep. Work			\$150.00	
CATERING: Contact VHM for cost and Menu choices			Inquire	
Rental: White table cloths and/or wood chairs (inside use only)			\$5.00 each	
Rental: Grounds to set up tent with buildings closed			\$150.00	
Rental: Grounds to set up tent with buildings open			\$235.00	
Rental: Tables for inside use ONLY			\$25.00	
Rental: Misc. #2 Building with Wooden Chairs			\$500.00	
Rental: Church			\$150.00	
Tour Bus: or School Bus			\$100.00	
Photography: Wedding or Family Group			\$50.00	
Open building for pictures during Off Hours Per Building			\$10.00	
Museum Rep. May take Photos for Museum use			Yes No	

Renter Name		Rental Date	
Museum Representative		Arrival Time	
Date		Paid	
Catering		Menu	

Thank you for renting the VHM Dining Hall at the PTM for your special occasion!

In order for things to go smoothly, the following are a few details you need to know before arriving:

1. **Payment:** payment can be made when the key is picked up OR on the day of your event, you can leave a cheque (made out to: **PTM**) in the wood box by the main door near the foyer (please do **NOT leave cash**).
2. **Garbage:** garbage bags are available (in the garbage can) but please take any garbage with you as we do not have garbage pick up and animals can get into it if left outside of the Dining Hall.
3. **Cleaning:** please treat the kitchen, dining halls and the items in them with respect and put chairs and tables away carefully. It is NOT necessary, however, to sweep / wash the floors or clean the bathrooms before you leave. **Note:** the PTM reserves the right to charge the renter an extra \$200 for any damages.
4. **Kitchen:** if needed, **prior notice** is required to ensure it is unlocked and that a PTM volunteer is available to oversee the dishwasher as all PTM utensils, pots, cutlery, china, dishes, etc. **must be washed in the dishwasher** following use. Contact the PTM office (e-mail / phone # are below).
5. **Museum buildings:** Dining hall rental does NOT include access to other museum buildings, so if entrance to our heritage buildings are wanted, **prior arrangements** must be made. (See below).
6. **NOT permitted:** smoking, alcohol, pets, confetti (or similar).
7. **Photo sessions** (done after regular hours: M – F 10 – 5 pm; Sat/Sun/Holidays 1 – 5 pm) do NOT include access to museum buildings other than previously arranged ones, so please contact the PTM office (see below) to ensure the buildings you want are open for your session. **Note:** during our regular season, all buildings are open & there is no extra cost over and above the rates listed to use them during regular hours.
8. **If the kitchen is not rented:** a fridge is available for renters to use (in the room just past the front Hall) and next to the fridge there are two water taps (to fill coffee makers).
9. **Outlets:** three of the four outlets by the serving window are on their own circuit breaker and are to be used for higher drawing appliances like coffee makers, slow cookers, etc.
10. **Before leaving renters are responsible for:**
 - * turning off all lights
 - * laying out any kitchen towels on the counter to dry (if kitchen was rented)
 - * unplugging anything that has been plugged in
 - * locking all doors
 - * leaving the Dining Hall key (AND payment, if it has not already been made) in the wood box
 - * taking out the garbage, and
 - * turning the thermostat (heat &/or AC) to 18 - 20 degrees.

Unclaimed items left behind will be donated to a Thrift Store after a reasonable attempt to locate the owner and all renters, visitors, photographers, etc. use the museum buildings &/or property **at their own risk** (the PTM will not be held responsible for any items left behind OR illness or injuries incurred from being on the premises.

I have signed that I have read the above regulations and agree to comply with them during the rental of the Valley Harvest Maids Dining Hall or any area of the Pembina Threshermen's Museum (PTM).

Signature of Renter

Signature of VHM or PTM Representative

Date

PTM e-mail: info@threshermuseum.com (204) 325-7497

Revised: 31 March 2020

~ Celebrating 50+ Years ... of Keeping Our Heritage Alive! ~