**Johnson Heritage Post Facility Use Information, Policies and Fees**

**General Terms:**

In order to advance its mission of sharing the art of Anna Johnson and all artists of the region, the Johnson Heritage Post Art Gallery (“JHP”) is available for rental for public and private events of a peaceful and lawful nature as approved by the Johnson Heritage Post. No public political events will be permitted. No religious services will be allowed, with the exception of weddings and memorial services.

The Johnson Heritage Post is open to the public and any rental during normal business hours will not provide the renter exclusive access to any portion of the facility, nor will sales or solicitations be permitted during normal business hours. Events held outside of normal business hours will provide private, exclusive use of the facility.

All rentals include the use of coffeepots and water pitchers. Full use of kitchen rentals include use of the refrigerator, stove, microwave and dishwasher.

At the discretion of the JHP, if a staff person’s presence is required at the event, renter will also be charged a rate of $25 per hour for this person whose only responsibility is to safeguard the building and its contents. This person is not a part of your event staff.

No renter will use or enter the office, furnace/utility room or any storage room with the exception of the janitor’s closet.

No renter will use lawn area without prior approval.

No pets are allowed inside the facility except licensed service dogs.

**Deposits/Cancellation:**

The JHP will confirm availability, but your reservation is not considered confirmed until payment of a non-refundable deposit equal to $100.00 or the total amount of your rental, whichever is less. This deposit will not be refunded if you cancel your event or if circumstances beyond the control of the JHP prevent you from going forward with your event. The JHP will transfer this deposit to a different date if the change is made at least 45 days prior to the originally scheduled event. Any balance due shall be paid at least 21 days prior to the event.

A refundable damage/cleaning deposit of $150.00 is required by separate payment at least 21 days prior to the event. If food or alcohol are served, this deposit will be $200.00. Your check will only be deposited if needed. If renter does not clean the JHP according to these policies, staff time will be billed against this deposit at the rate of $25.00 per hour for cleaning.

The contents of the JHP are valuable and of historic significance. Any damage to the building, artwork or contents in excess of the amount of the damage/cleaning deposit will be the responsibility of the renter.

**Insurance Requirements:**

Renter shall provide the JHP proof of liability insurance by providing a Certificate of Insurance from their homeowner or business insurance carrier.

Alcohol may not be served or consumed on the premises unless the renter has provided to the JHP a certificate of insurance providing liability coverage that also includes liquor liability coverage specifically for the event, naming the Cook County Historical Society as an additional insured. No alcohol may ever be sold on the premises under any circumstance. An additional refundable damage deposit is required when alcohol will be served.

Any vendor or caterer working at the event shall also provide proof of liability insurance by providing a Certificate of Insurance from their business insurance carrier.

**Facility Use Guidelines/Rules of Use:**

* Any accident or injury that occurs will be reported to JHP personnel immediately by using the contact information on the Facility Use Agreement.
* Absolutely no smoking is allowed on the premises.
* Any amplification of music or voices must end no later than 10:00 p.m. by Grand Marais City Ordinance.
* No event, including clean up time, shall run later than midnight.
* No artwork is to be moved or covered without prior permission from JHP.
* All decorations must be approved by the JHP.
	+ Wire, floral wire and non-stick tape **are allowed**.
	+ **No** rice, confetti, birdseed, potpourri, flower petals, glitter or any substance of that type may be used on JHP property including the outside grounds.
	+ **No** tape, nails or staples can be used on building surfaces.
* You may use the back door to load and unload only and vehicles will be immediately moved away from the back door.
* All furniture, including rented tables and chairs, is to be returned to its original place.
* There are no garbage disposals – do not put any solids, oils, grease or fats down any drain.
* Renters are required to wipe down, mop and/or vacuum all areas where food was present or debris is visible. The vacuum cleaner is in the janitor’s closet.
* Any dishes used will be washed, dried and returned to their original location.
* All garbage will be placed in proper receptacles and any full bags will be tied closed and placed in the red can by the back door.
* Make sure coffee pots are clean and unplugged before you leave.
* Make sure all lights are turned off, including those in the restrooms, before you leave.
* Do not open any windows if it is raining. Before leaving, make sure any windows you opened are closed and locked before you leave.
* Thank you for your respect and appreciation of this wonderful building.

**Fees:**

|  |  |  |
| --- | --- | --- |
| **Type of Rental** | **Non-Profit** | **General** |
|  |  |  |
| Private Meeting – Limit 25 people – 2 hour limit | $25 | $50 |
| One Room Event – Limit 50 guests – 2 hour limit | $25 | $75 |
| One Room Event – Limit 50 guests – 4 hours or less | $50 | $100 |
|  |  |  |
| Add on the full use of kitchen including refrigerator, stove, microwave and dishwasher | $25 | $50 |
|  |  |  |
| Whole Facility (4 hours or less) – Limit of 150 guests | $75 | $125 |
| Whole Facility (Over 4 hours) – Limit of 150 guests | $125 | $175 |
|  |  |  |
| LCD projector rental | $10 | $20 |
| Projector screen rental | $5 | $10 |
| Table rental (seats 8) | $3 each | $5 each |
| Chair rental (white folding) | $1 each | $2 each |
|  |  |  |
| Refundable Damage/Cleaning Deposit | $150 | $150 |
| Additional Refundable Deposit if Food or Alcohol are Served | $50 | $50 |
| JHP staff presence if required (per hour) | $25 | $25 |

All rentals include the use of coffeepots and water pitchers, as well as the use of brown chairs.

Full use of kitchen add on include use of the refrigerator, stove, microwave and dishwasher.

**Johnson Heritage Post Art Gallery Facility Use Application**

115 Wisconsin St., PO Box 1293, Grand Marais, MN 55604 218-387-2314

***Please fill out the Facility Use Application Form below and either mail to the address listed above or email to:*** ***jhp@boreal.org***

**Once a completed application is received a member of the Cook County Historical Society/ JHP Art Gallery will contact you with your Facility Rental Quote.**

**Renter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Size of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will Alcohol Be Served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will You Use the Kitchen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will you need Tables: #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Will you need Chairs:#\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will You Use the Projector/Screen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**After Hours JHP Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* ***Fees, deposits, and totals will be determined by the Cook County Historical Society after receiving the Facility Use Application Form.***
* **A non-refundable deposit is required to hold the reservation – it will be applied toward the total fee due. ($100 or total fee due, whichever is less).**
* **A refundable damage/cleaning deposit is required as a separate check.**