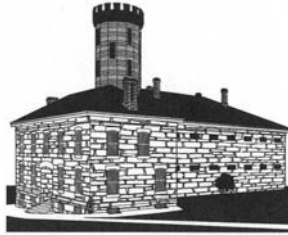


Bradford County Historical Society

109 Pine St.
Towanda, PA 18848
www.bradfordhistory.com



Great Room Reservation Form

For more information:
570-265-2240 (phone)
570-268-2964 (fax)

Name _____
 Company _____
 Address _____
 Address 2 _____
 City _____ State _____
 Zip _____ Phone _____
 Fax _____
 Email _____

By signing this Reservation Form, I understand that I will be invoiced for the amount quoted on the day of the event. Payment is net 15 days and should be submitted to the Bradford County Historical Society, 109 Pine Street, Towanda, PA 18848. Thank you for your support.

PRICE QUOTED FOR THIS EVENT: _____

A request for the use of the Great Room must be made at least two (2) weeks in advance and permission will be granted on a first-come basis.

There is a fee for use of the Great Room. The Managing Curator will quote a price depending on the size of the group, the type of use, and the equipment needed.

The Great Room will not be rented for political rallies or similar "meet the candidate" type events, rummage sales, flea markets, or related activities.

The Great Room will only be available for rentals from April 1 until October 31.

A member of the Bradford County Historical Society staff or board must be on site during the event.

The maximum limit for events that require tables and chairs shall be 100 people. The maximum limit for auditorium style events shall be 75 people.

BCHS provides tables, chairs, a podium and a large screen as part of the rental price. A sound system, LCD video projector, or slide projector are available for an additional fee per unit. All equipment will be operated by a BCHS staff or board member. Trash receptacles are provided for disposing of garbage. You are responsible for setting up tables and chairs for the event and leaving the room as you found it.

BCHS does not provide linen, dishes or tableware. A full service kitchen is not available at this time. The Bradford County Historical Society does not provide food service.

All food must be provided by a PA licensed food operator. This license must be issued by the PA Department of Agriculture. The food operator must also have a PA SERVE SAFE license. A copy of each license must be provided to the Bradford County Historical Society in advance of the event.

Alcoholic beverages are permitted, with approval of the operations committee; however a licensed distributor must provide and serve the alcohol. A copy of the License to Provide Alcohol must be received by the Bradford County Historical Society in advance of the event. A one-day liability insurance policy is required if your group is providing alcohol.

Food and drink are not to be taken from the Great Room.

Unless you have arranged for a tour of the museum, your guests are only to be in the Great Room and restroom facility areas.

In case of property damage, do you have Liability or Homeowners Insurance? Yes No

I/WE ACCEPT THE ABOVE CONDITIONS.

BRADFORD COUNTY HISTORICAL SOCIETY

Signature

Managing Curator's Signature

Organization Name

Date

Date

Date Payment Received

Check #