The Old School House
Event Guide

Saugatuck-Douglas History Center
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Overview

This event guide lays out the spaces and pricing for the Old School House. Within the guide, you will find information about the capacity, amenities available and the pricing for each space. The rental application as well as the rental contract can be found on the last pages. The Saugatuck-Douglas History Center welcomes you to the Saugatuck-Douglas community and looks forward to hosting your event at the Old School House.

History Center Mission Statement

The Saugatuck-Douglas History Center preserves local history and inspires learning to inform and improve our community.

The Old School House

The Old School House campus is operated by the Saugatuck-Douglas History Center and contains three unique spaces centrally located in downtown Douglas, Michigan. The centerpiece is the Old School House facility, formerly the Douglas Union School, built in 1866. The building was fully renovated in 2009, restoring the historic clapboard exterior while modernizing the interior to current standards. Flexible space within allows for a variety of setups and group locations within the building.

Surrounding the Old School House on nearly an acre of land is the Back-in-Time Garden, Boathouse and Driveway. These beautifully landscaped outdoor spaces feature a variety of locations for bigger groups or smaller functions. The Driveway is a paved space, which provides an outdoor venue for group functions. It leads directly to our Boathouse exhibit, which features a restored authentic Life Saving Service surfboat and exhibits about local shipwrecks.
Event Space and Pricing

The Old School House campus is available for full facility rental or specific room rentals.

<table>
<thead>
<tr>
<th>Commercial and Private Clients</th>
<th>Event Space</th>
<th>Capacity</th>
<th>Full Day Pricing</th>
<th>Hourly Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Main Floor</td>
<td>70 Seated 35 Tables and Chairs</td>
<td>$200</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>Upstairs Art Gallery</td>
<td>70 Seated 35 Tables and Chairs</td>
<td>$200</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>Back-in-Time Garden and Driveway</td>
<td></td>
<td>$300</td>
<td>$30</td>
</tr>
<tr>
<td></td>
<td>Old School House and Back in Time Garden</td>
<td></td>
<td>$1,300</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Profit Groups</th>
<th>Event Space</th>
<th>Capacity</th>
<th>Full Day Pricing</th>
<th>Hourly Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Main Floor</td>
<td>70 Seated 35 Tables and Chairs</td>
<td>$125</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>Upstairs Art Gallery</td>
<td>70 Seated 35 Tables and Chairs</td>
<td>$125</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>Back in Time Garden and Driveway</td>
<td></td>
<td>$150</td>
<td>$15</td>
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<td></td>
<td>Old School House and Back in Time Garden</td>
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<td>$1,300</td>
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</table>
The Main Floor can seat up to 70 people and can be set up in a variety of ways including presentation style as seen above.

The Upstairs Art Gallery can be set up in a variety of ways including meeting style as seen above.
The Driveway and Boathouse are exceptional spaces for events with plenty of space to make it your own!

The Back-in-Time Garden has plenty of space to roam and make your event your own!
Services

When renting the Old School House a facility manager will be on hand to open up the facility, stay for the duration of your event and then lock up after your event ends. **The facility manager is not in charge of the setup or takedown/cleanup of your event.**

Your rental of the Old School House includes the use of:

<table>
<thead>
<tr>
<th>Event Space</th>
<th>Restrooms</th>
<th>Wi-Fi</th>
<th>Mobile White Board</th>
<th>Portable Monitor</th>
<th>Two Monitors and Computer</th>
<th>100 Chairs</th>
<th>11 Six-Foot Tables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Floor</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Upstairs Art Gallery</td>
<td>X</td>
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</tbody>
</table>

- We require 7 days advance notice with technical needs for any programs.
- Ten 36” cocktail tables available for an additional $7 per table.
- Outside vendors may be used with Executive Director approval.
Surrounding Area

The Old School House is located in the heart of downtown Douglas on Center Street, and is only minutes away from downtown Saugatuck and Lake Michigan Beaches.

There are numerous accommodations to choose from including multiple chain hotels as well as quaint Bed and Breakfasts and small cottages. Your guests will feel right at home in the area and will easily be able to find things to do no matter the time of year.

Saugatuck-Douglas is conveniently located just off Interstate-196 and US-31 in the lakeshore region of West Michigan. It is less than a half hour from Holland’s Amtrak station and West Michigan Regional Airport and is less than an hour from Greater Grand Rapids and Gerald R. Ford International Airport.
Policies

1. The Old School House (OSH) is available for use whenever the use does not conflict or interfere with planned Saugatuck-Douglas History Center (SDHC) activities and upon prior written approval of an “Application For Use” by an Officer of the History Center.

2. Approved applicants must sign the SDHC Facility Use Agreement, which will be provided upon approval.

3. No smoking is allowed on the premises. Refreshments and catered meals may be served. The applicant is responsible for cleanup and damages.

4. Alcoholic beverages may be served only in accordance with the rules and regulations of the Michigan Liquor Commission. A liquor bond is required.

5. Granting permission for use of the OSH does not imply endorsement by the History Center of the user or the user's beliefs.

6. **User must obtain additional insurance for the duration of the event with a coverage limit of at least $1 million.** (See sample on page 15 of this document)
Saugatuck-Douglas History Center
Old School House
Application for Use

Date for Use: _________________ Time: From _______ To ________
Applicant Name: _______________________________________________
Group/organization: ______________________________________________
Address: _______________________________________________________
Phone Number: _________________________________________________
Email: _________________________________________________________
Describe the type of meeting and activities (speaker, exhibit, meeting, etc.)
______________________________________________________________
______________________________________________________________
______________________________________________________________
Seating and Audio/Visual Requirements______________________________
Number of Attendees: ____________       Refreshments (yes/no): _________
Alcohol (yes/no): _______________

NAME __________________________________________________
SIGNATURE _____________________________________________
DATE ________________

Approved: _____ Not approved: _____ Reason: ______________________
Application approved:
SDHC Officer: _____________________________ Date: _________________

Return to: SDHC
PO Box 617
Douglas, MI 49406
FACILITY USE AGREEMENT

NOTE: We cannot hold a date for you until a signed copy of this contract and the agreed amount of the deposit are received by our Executive Director. Checks are to be made payable to “Saugatuck-Douglas History Center.”

Rental Date:

Name of User:

1. Description of Facilities: Saugatuck-Douglas History Center (“SDHC”) agrees to permit the use, on the terms set forth in this Agreement, of the following premises situated at

   ___ The Pump House History Museum, 735 Park Street, Saugatuck, MI

   ___ The Old School House, 130 Center Street, Douglas, MI

   [IF ONLY PART OF THE FACILITY IS TO BE USED:] User understands and agrees that during the term of this Agreement other events may be held in other parts of the building or premises not the subject of this Agreement, and User shall so conduct his/her/its activities so as not to interfere with such other events.

2. Curfews: The specified facility is located in a residential area. There is a 9:30 pm noise curfew on all premise rentals, which applies to all amplified sound and other unreasonably loud noise. There is an 11:00 pm curfew on all premise rentals, which means that you and all of your guests, hired help, and invitees must vacate the premises by that time. Caterer’s staff may remain until midnight for cleanup. Failure to do so may result in forfeiture of your full damage deposit.

   In addition, all activities involving youths (persons under the age of 18) must be chaperoned.
3. **Usage Fees:** The User agree to pay a rental fee of $___, 50% due at signing of contract. The balance of the fee will be due no later than ______. Should payment not be received by that date, the premises shall be released and become available to others.

4. **Damage and Deposit:** You agree to indemnify the SDHC for any damage, other than normal wear and tear, caused to any part of the premises during your event. Separate from the rental fee, you agree to pay a deposit of $____ to cover any damage or expense, including without limitation those described below. Any balance will be refunded to you within a reasonable time after your event. On the other hand, if you, your guests, or other invitees cause damage to the premises in an amount in excess of the deposit, you agree to indemnify the SDHC for the full amount of such damage, and the SDHC reserves all its rights to obtain payment by you.

Examples of Items of Damage or Expense:
   a. **Damages:** any damage to the building, grounds, or other parts of the premises, excluding normal wear and tear.
   b. **Expenses:** Any additional expense incurred as a result of a violation of the “Regulations Relating to the Use of ________” which are attached hereto and made a part of this Agreement.
   c. **Tents and other rented equipment:** Tents which remain on the grounds longer than 96 hours (from set-up to take-down and removal) will result in the loss of the damage deposit. A charge of $100 will be assessed if all other rented equipment such as tables, chairs, dishes, etc. has not been removed from the premises within 48 hours of the end of the event.
   d. **Smoking:** Each SDHC facility is a smoke free environment. Should it be found that you, your invited guest(s), or anyone hired to assist with your event have smoked on site, a fine of $500 will be imposed. This includes the use of electronic cigarettes.

5. **Cleaning:** Separate from the usage fee and the damage deposit, you agree to pay a $____ cleaning charge due no later than ________. User also agrees to comply with the following by the end of the event:
   - Floors are to be left broom clean and free of stains
   - All furniture shall be returned to its original position
   - All windows and doors shall be closed and locked
   - All debris, garbage, recyclables, boxes, flower arrangements, etc. shall be removed from the premises
   - All food shall be removed unless other arrangements have been made with the Executive Director
   - No posters or other items shall be hung on any wall
   - No candles, torches, luminaries, grills or lanterns with exposed flame shall be used
   - **No confetti, rice, glitter or other non-biodegradable material shall be used**
   - All rentals must be placed in their preapproved pickup location
6. **Alcoholic Beverages:** The serving of alcoholic beverages is subject to a local ordinance and is, therefore, strictly forbidden at the SDHC’s facilities unless (a) the SDHC has granted permission in writing, and (b) your Certificate of Insurance includes Host Liquor Law Liability coverage.

7. **Catering:** The SDHC reserves the right to approve any caterer to be hired by User.

8. **Tents and Other Rentals:** All deliveries and pickups of equipment, and erection and take-down of any tent, must be scheduled in advance with the Executive Director. A permit from the local Fire Department is required to use a tent for an event. Unless otherwise arranged, all rented equipment must be removed by noon on the day after the event and any tent within 48 hours after the event.

9. **Compliance with Law.** User agrees to comply with all laws, ordinances, rules, and regulations applicable to the use of the premises, and to pay any and all taxes imposed by law in connection with its use. If at any time the use by User violates any such law, ordinance, rule, or regulation, the User shall either immediately cease and desist from continuing the use or immediately surrender the premises and any equipment upon demand of the SDHC.

10. **Facility Manager:** The function of the Facility Manager (hired and paid by SDHC) during the event is only to open the building, remain at the facility during the event, and then lock the building. **This person is not responsible to set up or take down tables and chairs, clean up, direct parking, or become involved in any aspect of the function, which is your responsibility.**

11. **Assigns:** You may not assign this Agreement or agree to allow any other party to use any part of the SDHC facilities without the SDHC’s prior written consent. The person who signs this agreement as User must be in attendance during the rental term.

12. **Waiver of Liability:** Neither the City of Saugatuck (in the case of the Pump House Museum) nor the SDHC assumes any responsibility whatever for any property placed on the premises in connection with the use of the facilities for your event. You agree that the City of Saugatuck (in the case of the Museum) and the SDHC are expressly released and discharged from any and all liability for any loss, injury, or damage to person or property that may be sustained by reason of such use.

   Nor is the SDHC responsible for any lost or stolen personal property. Participation in the User’s event is at the sole discretion and judgment of the participants and at their own risk.

13. **Indemnification, Hold Harmless, and Insurance:** In consideration for the use of the facilities, you agree that (a) you will pay for any and all damage to the property of the City of Saugatuck (in the case of the Museum) or the SDHC, excluding normal wear and tear, resulting directly or indirectly from the conduct of any of your members, officers,
employees, or agents, hired help, contractors, vendors, or other invitees in connection with the use of the facilities; (b) you will hold harmless and indemnify the City of Saugatuck (in the case of the Pump House Museum) and the SDHC from and against any and all liability which may be imposed upon either or both of them for any injury to persons or property caused by you or any other person, in connection with the use of the facilities for your event; (c) you will obtain adequate public and property damage liability insurance with a coverage limit of at least $1 million from a bona fide underwriter maintaining sufficient protection against any injury or damage sustained by any individual while upon the rented premises; and (d) in advance of the event, you will provide a Certificate of Liability Insurance naming the City of Saugatuck (in the case of the Pump House Museum) and the SDHC as an additional insured for the day of the event.

14. Cancellations: If for any reason the event must be cancelled less than 30 days before the scheduled date, the entire amount of the rental fee (excluding the damage deposit) will be forfeited. If for any reason the event must be cancelled between six months and 30 days before the scheduled date, a cancellation fee equal to 15% of the contracted rental fee will be assessed, and the initial payment of 50% of the rental fee will be forfeited unless the SDHC is able to re-book the date.

I/We have read and agree to abide and be bound by the terms of this Agreement and the regulations of the SDHC attached.

I/We understand that in the event of any breach of this Agreement, including but not limited to a breach of the Regulations, the SDHC may enter and retake possession of the premises, regardless of whether my/our function is in progress.

Applicant ___________________________ Date _____________

(If an organization) Title of Authorized Representative ___________________________

Accepted for the SDHC by:

Executive Director ___________________________ Date _____________

The Saugatuck Museum and the Old School House are listed on the National and State Registers of Historic Places. Thank you for choosing our historic property for your event.
Insurance

Although you are free to use your choice of insurance company, past clients have used WedSafe. (wedsafe.com) They cover wedding liability as well as private event liability of up to $5 million.

Here is a sample policy

![Sample Certificate of Liability Insurance](image-url)