

**CRAGUN HOUSE**  
**Use Agreement - Rules and Contract**

The Cragun House, 404 W. Main St. in Lebanon, is available for meetings and events. The BCHS does require a donation for usage to help maintain the integrity of this 100+ year old treasure and to allow you to enjoy the house. **Tours** of the house can be arranged to coincide with your event. Tours; however, are contingent on volunteer availability, as the BCHS is a volunteer organization.

As users of the Cragun House we agree to abide by the following rules and usage donations.

1. **SMOKING** is not allowed in the Cragun House.
2. **NO HOUSE ARTICLES** (linens, tablecloths, China, glassware or silverware) may be used during the event.
3. **DO NOT ENTER** the basement or attic. Usage of the Cragun House applies to the **FIRST FLOOR ONLY** unless otherwise arranged.
4. **ALL TRASH** removal is your responsibility and should be placed in your own bags and taken with you when you exit the building.
5. **NO ALCOHOLIC BEVERAGES** are allowed.
6. **ONE RESPONSIBLE MEMBER** of the group must remain in the house at all times. At no time should the house be unoccupied.
7. **NO CONFETTI** please.
8. **CHILDREN** must be accompanied by an adult at all times.

**RESERVATION DONATIONS:** \$60 for the first two (2) hours and \$15 for each additional hour thereafter. **BUSINESS MEETINGS** are \$30 an hour.

A **fifty (50)%** usage donation (deposit) is required **at the time of the reservation.**

By signing this form you are agreeing to all house rules and usage donations, and are responsible for any damages.

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Name (please print)

Address

Email

Phone

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Date of event

Type of event

Times (include set-up/tear-down)

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Deposit

Total use donation

If tour requested, # of people

Please sign this agreement and enclose deposit payable to **Boone County Historical Society** and mail to: BCHS P.O. Box 141 Lebanon, IN 46052

To schedule a tour, or for questions contact: Shirley Neal at 317-989-4350