BOONE COUNTY Historical SOCIETY *Preserving our heritage*

CRAGUN HOUSE
Use Application - 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. **ALL TRASH** removal is your responsibility and should be placed in your own bags and taken with you when you exit the building.
3. **NO HOUSE ARTICLES** (linens, tablecloths, China, glassware or silverware) may be used during the event.
4. **DO NOT ENTER** the basement or attic. Usage of the Cragun House applies to the **FIRST FLOOR ONLY** unless otherwise arranged.
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: $100 for the first two (2) hours, $130 for each additional hour. **BUSINESS MEETINGS** are $50 an hour. A **fifty (50)%** usage donation (deposit) is required **at the time of the reservation**. The above prices do not include tours of the house. Separate arrangements must be made prior to the event.

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

Name (please print) Address Email Phone

Type of event Times (include set-up/tear-down)

Deposit Total Amount Due # of attendees

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 the message line at: 765-483-9414 or email us at: boonecountyinhistorical@gmail.com

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