

THE HISTORY CLUB
General Information on Rentals

The History Club Clubhouse is the perfect venue for special occasions—wedding receptions, showers, family reunions, recitals, company retreats, or group get-togethers. Whether you are planning a sit-down dinner or a presentation, the Clubhouse can accommodate your event.

Rental allows use of the main floor, which includes:

- A 250-square-foot furnished front parlor area.
- A compact catering kitchen with refrigerator, range, microwave, and sink (to be used for short-term food storage and warm up only).
- A 1,410-square-foot auditorium with a 470-square-foot stage. Maximum capacity is 100 persons for a sit-down event with tables and approximately 200 persons for seating only
- Use of 100 chairs, 5 rectangular tables, and 10 round tables. Each table can accommodate 8 people.
- Use of a grand piano.
- Coatroom.
- A 2-stall women’s restroom located on the main floor. A men’s restroom is on the lower level, accessible by stairwell.
- With the exception of the men’s restroom, access to the lower level is not permitted.
- The Clubhouse is an historical building. It is not handicap accessible and there is no on-site parking. Parking is allowed along both sides of Phillips Avenue.

Rental Costs:

- \$100 per hour for the first two hours and \$50 per hour thereafter. Minimum rental is 2 hours. If alcohol is served, a steward fee of \$25 per hour is charged. For multi-day events, please contact The History Club.
- History Club members receive a 25 percent discount when using the building for their own social and noncommercial purposes.
- A \$250 damage deposit is required for all events. This deposit is refunded upon inspection following the event. If there is no damage, the full deposit will be returned within 2 weeks after the event. Should damage to the facility exceed the deposit, the renter will be billed for the additional amount with full payment due within 30 days.

To Reserve the Facility:

- Email The History Club (historyclubsf@gmail.com) with information about the event, including the date, time, and length of event. A representative of the Clubhouse will be in contact within 72 hours.
- To **confirm** the reservation, the following is required:
 - (1) a signed One-Time Use Agreement;
 - (2) a signed Building Usage and Restrictions Agreement; and
 - (3) checks for the \$250 security deposit and full amount of rental fee.
- Cancellation: The \$250 deposit will be returned. The rental fee is nonrefundable unless another event can be booked for the reserved time.

Renter is Responsible for:

- Obtaining liquor license. If alcohol is served (beer and wine only), the renter is responsible for obtaining the liquor license from the City of Sioux Falls. For additional information, go to www.siouxfalls.org or contact Jamie Palmer at 605-367-8082. This process can take 6 to 8 weeks.
- Three weeks prior to your event, The History Club must have:
 - (1) Proof of liability insurance from your insurance carrier with a minimum of \$500,000;
 - (2) If alcohol is served, a copy of the liquor license from the city. The original license will need to be posted in the kitchen on the day of your event.
- Setting up and breaking down tables and chairs. At the end of the event, all chairs and tables are to be returned to their original storage location.
- Placing all trash in the bins located outside the kitchen door on the south side of the building.
- Making sure any food brought for your event is taken with you.
- Leaving the building in the same condition as provided.
- Making sure the building is locked when leaving.

Building Usage and Restrictions

- The renter is responsible for catering, linens, decorations, dishware, glassware, flatware, etc.
- If alcohol is served, a license is required. **Alcohol is limited to beer and wine.** No hard alcohol is permitted. Noncompliance will result in the contents being confiscated. Violation of this rule will result in forfeiture of the security deposit and a fine of \$150 per incident.

- The kitchen cannot be used for preparation or cooking. It can be used for food storage and reheating. Food warmers using an open flame may be used by a licensed caterer only.
- The rental is for the inside space only. Given the location in a residential neighborhood, outdoor activities are prohibited.
- The fireplace may not be used.
- No smoking is permitted in the building or on the grounds.
- All events serving alcohol require a History Club staff person (steward). Stewards are NOT responsible for setting up, breaking down, or cleanup. Stewards are paid by the renter at a rate of \$25 per hour (\$100 minimum).
- Decorations are allowed, but limited to tabletop or freestanding items only. No tape or other attachments are permitted on the walls, ceilings, light fixtures, or windows.
- The following items are **not** allowed in the clubhouse: (1) open flame/lit candles, (2) fireworks (including sparklers), (3) smoke or fog machines, (4) helium balloons, popcorn, rice, confetti, sand, birdseed, Silly String, glitter, tape, glue, nails, pins, spray paint, spray of any kind, Play Dough or animals (including fish).
- When alcohol is being served or music is playing, the event must end by 11 p.m. For all events, the chairs and tables must be stored in their original location and all cleanup must be completed by 11:45 p.m.
- Fire code limits sit-down events (with tables) to a maximum of 100 persons. For events that require chairs only, the maximum capacity is 200 persons.



THE HISTORY CLUB
758 South Phillips Avenue
Sioux Falls, South Dakota 57104
historyclubsf@gmail.com

SAMPLE
ONE-TIME USE AGREEMENT

Tenant: _____

Contact Information: _____

Date of Rental: _____

Time of Rental: _____

Terms and Conditions:

1. Tenant will pay the sum of \$_____ for use of the building.
2. A damage deposit of \$250 is required at signing, but will be refunded provided no damage has occurred.
3. Rental includes the use of chairs and tables; however, renter is responsible for set up and breakdown.
4. Tenant is responsible for leaving the clubhouse in the same condition as provided.
5. Tenant is responsible for placing all garbage in the trash bins located outside the building.
6. The History Club is responsible for snow removal and will be done by 4 p.m. the day of the event as required by City Ordinance. Should it be necessary, tenant will be responsible for snow removal from the sidewalk and walkways after 4 p.m.
7. Tenant will indemnify The History Club for any damage to its real or personal property caused by Tenant and/or guests during its gathering. **Tenant will provide proof of liability insurance from their carrier.**
8. If alcohol (beer and wine only) is served, **it is the responsibility of the tenant to obtain the necessary liquor license from the city.** This process can take 6 to 8 weeks.
9. The tenant agrees to follow all applicable city, state, and federal laws while using the club facilities, including but not limited to, the serving of alcohol.
10. **Tenant acknowledges that they have read, agreed with and signed the Building Usage and Restrictions Agreement.**

THE HISTORY CLUB

TENANT: _____

Signature Date

Signature Date

Printed name

Printed name/representative

BUILDING USAGE AND RESTRICTIONS AGREEMENT

- Rental of The History Club is limited to the use of the main floor, piano, chairs, and tables. The renter is responsible for setting up and breaking down, clean up, catering, linens, decorations, dishware, glassware, flatware, etc.
- If alcohol is served, a license is required. Alcohol is limited to beer and wine. No hard alcohol is permitted. Violation of this rule will result in forfeiture of the security deposit and a fine of \$150 per incident.
- The kitchen cannot be used for preparation or cooking. It can be used for food storage and reheating. Food warmers using an open flame may be used by a licensed caterer only.
- The rental is for the inside space only. Given the location in a residential neighborhood, outdoor activities are prohibited.
- The fireplace may not be used because it is a smoke hazard.
- No smoking is permitted in the building or on the grounds.
- All events serving alcohol require a History Club staff person (steward). Stewards are NOT responsible for setting up, breaking down, or cleanup. Stewards are paid by the renter at a rate of \$25 per hour (4-hour minimum).
- Decorations are allowed, but limited to tabletop or freestanding items only. No tape or other attachments are permitted on the walls, ceilings, light fixtures or windows.
- The following items are **not** allowed in the clubhouse: (1) open flame/lit candles, (2) fireworks (including sparklers), (3) smoke or fog machines, (4) helium balloons, popcorn, rice, confetti, sand, birdseed, Silly String, glitter, tape, glue, nails, pins, spray paint, spray of any kind, Play Dough or animals (including fish).
- When alcohol is being served or music is playing, the event must end by 11 p.m. For all events, the chairs and tables must be stored in their original location and all cleanup must be completed by 11:45 p.m.
- Fire code limits sit-down events (with tables) to a maximum of 100 persons. For events that require chairs only, the maximum capacity is 200 persons.

Tenant: _____

Date and Time of Event: _____

Signature: _____

Date of Signature: _____