

LITTLE RED STORE FEES & FACILITY USE GUIDELINES

CONTACT WHS	WHS headquarters are at Kneeland-Walker House, 7406 Hillcrest Drive, Wauwatosa, WI 53213 (414) 774-8672; email staff@wauwatosahistoricalsociety.org .
RENTAL HOURS	Premises are available for use at 8 a.m. Rentals must conclude by 12 a.m.
SET-UP AND TAKE-DOWN	All set-up and take-down of tables and chairs is done by WHS staff. Please convey your needs (number of tables and chairs) at least one week in advance.
LIABILITY	The lessee assumes liability for damage to the Little Red Store and exhibits by the lessee, guests, or the lessee's contractors. The lessee agrees to hold the WHS and the City of Wauwatosa harmless for any liability to third parties resulting from the negligence or omissions of the lessee in the course of the event described herein.
FEES	Rental fee is \$35 per hour on an hourly basis, with a minimum rental of two hours . Long-term rental rates are negotiable. A \$50 refundable security deposit is required.
DEPOSIT AND FEE PAYMENT	The contract must be signed and returned to the Kneeland-Walker House at least two weeks before the scheduled event, along with full payment of the rental fee and the security deposit, in order to hold the date and time requested. The security deposit will be refunded after your event, should no damage to the property or breach of contract occur. After you have paid, you may cancel up to three days before your event; we will refund your rental fee less the \$50 security deposit. After that time period, there is no refund.
NON-SMOKING PROPERTY	The Little Red Store, including porch areas, is a non-smoking property. Candles are not permitted in the store.
OCCUPANCY	Depending on the intended use, capacity ranges from 15-30 and is restricted to the first floor only. Guests are not permitted in the basement or on the second floor. The WHS reserves the right to refuse entry to individuals under the influence of drugs or alcohol, or who are otherwise exhibiting inappropriate behavior.
FOOD AND DRINK	A small kitchen with refrigerator and microwave oven is available for minimal food prep. No cooking is allowed on the premises. All food, drinks, linen and tableware are to be supplied by the lessee or their contracted personnel. Lessee must supply trash bags and remove all garbage from the premise. Use of confetti is prohibited. Alcoholic beverages may be served but not sold during the event.

The Wauwatosa Historical Society reserves the right to waive or modify the stated policies without notice.

Please return a signed contract to WAUWATOSA HISTORICAL SOCIETY and a check for deposit and fees to:

Kneeland-Walker House
7406 Hillcrest Drive
Wauwatosa, WI 53213

Or email to: staff@wauwatosahistoricalsociety.org