

## LITTLE RED STORE FEES & FACILITY USE GUIDELINES

<b>CONTACT WHS</b>	WHS headquarters are at Kneeland-Walker House, 7406 Hillcrest Drive, Wauwatosa, WI 53213 (414) 774-8672; email <a href="mailto:staff@wauwatosahistoricalsociety.org">staff@wauwatosahistoricalsociety.org</a> .
<b>RENTAL HOURS</b>	Premises are available for use at 8 a.m. Rentals must conclude by 11 p.m.
<b>SET-UP AND TAKE-DOWN</b>	All set-up and take-down of tables and chairs are done by WHS staff. In addition to the 3 permanent wooden tables (1 large round and 2 square), there are 2 6ft folding tables and a 4ft folding table that can be set up for you. There are also additional folding chairs. Please convey your needs at least one week in advance.
<b>LIABILITY</b>	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.
<b>FEES</b>	Rental fee is <b>\$50 per hour</b> on an hourly basis, <b>minimum two-hour rental</b> . A \$50 refundable security deposit is required.
<b>DEPOSIT AND FEE PAYMENT</b>	The contract must be signed and returned to the Kneeland-Walker House, along with <b>full payment of the rental fee and the security deposit</b> , in order to schedule 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.
<b>NON-SMOKING PROPERTY</b>	The Little Red Store, including porch areas, is a non-smoking property. <b>Open flame of any kind, including candles and catering sternos</b> , are not permitted in the store.
<b>OCCUPANCY</b>	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.
<b>FOOD AND DRINK</b>	A small kitchen with refrigerator and microwave oven is available for minimal food prep. No cooking is allowed on the premises. Crock pots and large roasters (Nescos) are allowed, but chafing dishes can only be used with electric heat – <b>NO open flame sternos are permitted</b> . Food warming trays are available to rent at an additional cost. All food, drinks, linen, and tableware are to be supplied by the lessee or their contracted personnel. <b>Lessee must supply trash bags and remove all garbage from the premise</b> . Alcoholic beverages may be served but not sold during the event.
<b>DECORATIONS</b>	Please leave the space as you find it. Use of confetti and glitter is prohibited. Tape, tacks, push pins, etc., cannot be used on the walls. Artwork and photos may not be removed from the walls. You are welcome to write on the chalk board but kindly erase it before you leave. Please do not unplug the lamp – it's on a timer.

*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](mailto:staff@wauwatosahistoricalsociety.org)