



Big Well Museum Facility Rental Policy

Rental Fee Schedule

Class I –Any activity open to the general public sponsored by a club, association, or organization. This category also applies to any activity open only to a special interest group such as weddings, family reunions, class reunions, etc., and not open to the general public. Events must take place outside of Big Well Museum normal operating hours.

Fee: \$250 for a 2 hour event, plus set up and clean up time. \$25 for each additional hour.

Deposit: \$250.00, \$500 for events with alcoholic beverages served.

Class II –Any City of Greensburg or other activity endorsed by the City of Greensburg consisting of a public meeting with no admission charge, no ticket sales, no donations or any fee collection.

Fee: Labor Costs only if clean-up is necessary.

No deposit required.

Hours

The Big Well Museum may be rented for special events outside of normal business hours. Normal hours are Monday-Saturday 9 am-6pm, Sundays 1-6pm.

Capacity

The Big Well Museum can hold up to 150 people for a cocktail style reception. For a seated event, the capacity is 50 people.

Catering

The renter is responsible for any catering arrangements. The Convention & Tourism Director/Big Well Manager can provide information for local caterers and provide assistance in making arrangements.

Ancillary Services:

Rental includes tables and chairs, Big Well Staff assistance and employee presence during the event. Big Well staff will assist with set up, clean up and will be on hand during the event to monitor guests, make transactions in the gift shop, and provide assistance when needed.

Set Up

Event set up will not begin until the close of regular business hours and regular customers have left the building. Tables and chairs will be provided for the event, but it is the responsibility of the renter to set up.

Clean-up/Close Out

Clean-up fees will be assessed based upon the condition of the property following the event. All renters are strongly urged to clean up as much as possible to minimize clean-up charges.

Clean-up Surcharge: One man-hour of clean-up is included in the rental. This hour will be primarily to mop floors, replace toiletries and other duties to restore building to original working condition. Additional clean-up if necessary will be charged at a rate of \$25/hour per employee.

Renters Clean-up:

Put tables and chairs away.

Clean up trash.

Sweep.

Check restrooms to make sure stools and urinals have been flushed and water is not running.

Rental Agreement:

- Renter must be 18 years old or older to rent this facility.
- Renter is responsible for any damages caused to City property by the Renter or their invitees.
- Holding deposit of \$150 must be paid within 72 hours of booking the Big Well Museum to hold the requested date(s). Balance of deposit must be paid in full one week in advance of the event.
- Renter may not set up prior to the closing of the Big Well Museum for regular business hours.
- Animals, other than service animals, are not permitted inside the Big Well Museum.
- Children must be kept under control and may not run freely through the Big Well Museum.
- Cancellation must be given 48 hours prior to scheduled event in order to receive refund in full. Cancellations with less than a 48 hour notice may receive a 50% refund.
- Museum admission is included in the rental fee.
- Renter shall indemnify the City for claims made by Renter or their invitees for loss or damages

Deposit Refunds:

When possible, refunds will be mailed within fifteen (15) business days of close-out or cancellation. Early refunds will not be considered.

Alcoholic Beverages:

The use of alcoholic beverages in the Big Well Museum is permitted and shall be in conformance with state laws and City ordinances. Alcoholic beverages must be complementary to event attendees. No cash bars. Renter is responsible for event attendee's behavior and alcohol consumption.

Waiver of Liability/Disclaimer

The Big Well Museum requests that if you have a known health condition that limits you from strenuous activity, please do not attempt to use the stairs into the Big Well or up to the 2nd floor observation area. There are 120 stairs total inside the museum. It is a strenuous activity and may be dangerous to you. Entering into the well or observatory area may adversely affect persons who experience claustrophobia or who have difficulty with heights. If you suffer from these conditions, you should avoid these areas. It is recommended that young children (under 4) do not go into the well due to the amount of stairs. Please secure all valuables while in the well area as we are not responsible for dropped, broken or lost items. We will not retrieve items from the bottom of the well. The Big Well Museum and City of Greensburg are not liable for injury sustained while at our facility.

For additional information, or to rent the facility please contact:

Stacy Barnes

Convention & Tourism Director/Big Well Manager

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