

HISTORIC ELSAH FOUNDATION  
CONTRACT FOR RENTAL OF FARLEY'S MUSIC HALL  
REGULATIONS

Farley's Music Hall was built in 1885. Rarely does a frame building such as this withstand even normal aging problems including weathering, decay, termites, etc. This unusual durability is due largely to the care given the building over the years, and to its continued appropriate use.

Following the Great Flood of 1993, Historic Elsay Foundation purchased and renovated the building in order to insure its preservation and continued usefulness. HEF hopes that visitors and guests will appreciate the spirit of history and respect for this structure and that these regulations will serve as reminders rather than restrictions. Thank you for helping us to preserve the past.

1. The building has a fire alarm system in addition to two fire extinguishers, one by the front door and one in the kitchen.  
Please Note:
  - a. Smoking is prohibited.
  - b. Candles may be used only in hurricane lamps and never on the window sills.
  - c. Kerosene lamps are not to be used.
2. Alcohol: Sale of alcoholic beverages on the premises without permission from the Village of Elsay is prohibited. Consumption of alcoholic beverages in a private party setting on the premises is limited to beer and wine.
3. Heat, air conditioning: The thermostat is located on the back wall of the hall near the hallway to the bathroom. In cold weather, when leaving, leave the heat on and set the thermostat at 55 degrees. In hot weather, turn air conditioning off. HEF will bill you for any excessive use if you neglect to adjust the thermostat or accidentally leave the air conditioning on when you leave the building. On moderate days, you may use the window screens located in the utility room next to the bathroom and return to the closet when closing.
4. Electricity: Light switches are located next to the front door. Some of these switches control the electrical outlets. Turn off all switches when leaving.
5. Kitchen: Please leave the kitchen with everything clean and in its place. You may use the refrigerator, microwave, stove, coffee makers, dishwashing equipment, and pitchers. Please take all trash with you when you leave.
6. If you are going to have food catered, your caterer must show proof of liability insurance in the amount of one million dollars and be willing to pay Historic Elsay Foundation a sum equal to 10% of the food bill.
7. Walls & window frames: If you wish to decorate the walls or window frames, use only non-damaging attachment products, do not use thumbtacks or nails. When possible use the picture molding along the top of the two side walls for hanging items.
8. Cabinet near entrance to kitchen: You may use the cabinet, with care.
9. Key: Please return the key immediately
10. Second floor: The upper floor of Farley's is not open for use.
11. Telephone: You may use the phone only for local calls.
12. Capacity: You may not use the hall for over 100 people.

I have read these regulations and understand them, and I will abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Historic Elsay Foundation  
P.O. Box 117, Elsay, IL 62028  
618/374-1059 and [historicelsah@gmail.com](mailto:historicelsah@gmail.com)

## Contract for Rental of Farley's Music Hall

Activity (reception, conference, etc.):

Rental day(s) of week: \_\_\_\_\_ Month, date(s), year: \_\_\_\_\_

Times: from \_\_\_\_\_ to \_\_\_\_\_ / I will be using \_\_\_\_\_ chairs (up to 42) and  
\_\_\_\_\_ benches (up to 6).

Caterer (if used) name and address:

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**Rental fee schedule:**

IF an HEF member at the \$50 level, then \$50 per day plus \$30 cleaning fee.

IF not an HEF member, then \$100 per day plus \$30 cleaning fee and \$50 damage deposit to be refunded if the hall is left in good condition.

\$25 per day, if previous and/or following day is needed for decorating or cleaning up.

Catering fee of 10% of the bill may be paid after the event. Caterer must provide proof of insurance prior to the event.

**Amount due:**

Rental fee \_\_\_\_\_

Cleaning fee \_\_\_\_\_

Deposit \_\_\_\_\_

Total \$\_\_\_\_\_ is due with submission of this signed contract to reserve the Hall.

If using a caterer, the additional catering fee of 10% may be paid after the event.

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I understand that I am fully responsible for the key and the general care of the building during my use. The second floor is locked and not available for rental, access or use.

Name (print): \_\_\_\_\_

Address (print): \_\_\_\_\_

Phone number and email address: \_\_\_\_\_

You have been sent two copies of this form. Please keep one copy and return the second copy, signed on both sides, and return with your check to Historic Elsay Foundation, P. O. Box 117, Elsay, IL 62028.

Signature \_\_\_\_\_

Date \_\_\_\_\_