



Blair County Historical Society
3419 Oak Lane
Altoona, Pennsylvania 16602
(814) 942-3916
www.blairhistory.org

Instructions for the BCHS Grounds and Facilities Rental Policy and Reservation form

The purpose of this form is to publicize our facilities rental policy and to document reservations and payment for rental of BCHS properties including Baker Mansion, History Museum and Royer Mansion.

POLICIES

1. Events must be scheduled with the Society by calling 814-942-3916 or by email at info@blairhistory.org . Events will be scheduled on a first come – first served basis. Society events will take precedence over private/rental events. This form is the Facilities Rental Agreement and binding contract.
2. No more than one event will be allowed on the premises at any one time. BCHS Facilities are to be used **ONLY** for the purpose clearly stated in the “Event Details section of this form.”
3. Renter(s) and all guests will conduct themselves in a polite and courteous manner toward each other, staff and any visitors at all times.
4. The responsible person listed on the reservation is responsible for cleaning any area used during the session. This includes cleanup and removal of any and all debris generated.
5. **NO SMOKING** is allowed at any of the sites. **NO EXCEPTIONS**
6. **ALCOHOL POLICY:** Renter must show proof of special occasion liability insurance if alcohol will be served at the event. *Without the insurance* ALCOHOL is PROHIBITED at all BCHS sites.
7. **Parking is not permitted in the driveway or on the grass** per the Altoona Fire Department. Visitors may use the driveway to unload equipment and then park across the street on Oak Lane. Parking for Royer Mansion is available on the grounds.
8. **Fees will be paid in advance of the event** in person, via PayPal on www.blairhistory.org or [credit card](#) (Donation button) or by check made out to **BCHS** and mailed to:
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9. **Cancellations must be made 72 hours in advance.** Cancellation >30 days 100% refundable. Cancellation 72 hours – 29 days 50% refundable; fees are not refundable for cancellations with less than 72 hrs notice.
10. At least one representative of the Society shall be present during the event.
11. No furnishings, artifacts or other property in or on the properties owned by the Society shall be moved or handled without the approval of the Society.
12. The Society shall have the right at its sole discretion, to bar the use of any equipment, material, procedure, or activity that it determines would present a danger to the collections, the building or the property.
13. The responsible person listed on the reservation shall be responsible for the cost to repair or replace any artifact, equipment or structural element in the building or on the grounds that is damaged, lost or destroyed as a result of the on-site event.

Your cooperation in this matter is greatly appreciated. Anyone not complying with the Blair County Historical Society’s regulations will be asked to leave the property and not given consideration for future scheduling. In the case of dismissal no refund of the donation will be issued.

BCHS properties are monitored by electronic surveillance – use of the grounds constitutes permission to be photographed for security purposes.

FORM INSTRUCTIONS: complete and sign form; provide copy to Reservation holder and keep copy for BCHS

