



## FACILITY BOOKING FORM

Blair County Historical Society

3419 Oak Lane

Altoona, Pennsylvania 16602

[www.blairhistory.org](http://www.blairhistory.org)

Contact us: [info@blairhistory.org](mailto:info@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.**

#### **POLICIES**

1. Events must be scheduled with the Society by calling 814-942-3916 or by email at [info@blairhistory.org](mailto: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. **\$50 Reservation Fee due immediately – Full Event Fees must be paid 30 days in advance of the event** in person, via PayPal on [www.blairhistory.org](http://www.blairhistory.org) or [credit card](#) (Donation button) or by check made out to BCHS and mailed to:  
Blair County Historical Society  
3419 Oak Lane  
Altoona PA, 16602
9. **Cancellation refund policy:** Cancellation >30 days in advance 100% refundable. Cancellation 72 hours – 29 days in advance 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; mail to BCHS or email to [info@blairhistory.org](mailto:info@blairhistory.org)

**RESERVATION IS NOT GUARANTEED UNTIL FORM IS RECEIVED ALONG WITH PAYMENT**



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Enjoy our beautiful outdoor venue including use of all gardens, grounds, porches, raised platform stage with electricity and well-appointed indoor rest room. We can recommend vendors for catering, tents, chairs, tables, and more to make your event perfect!

**EVENT DETAILS:**

Wedding  Reception  Both  Other

Specify Other: \_\_\_\_\_

Reservation Name: \_\_\_\_\_  
 (e.g. Smith/Jones Wedding)

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ to: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of photographer/company: (optional) \_\_\_\_\_

Name of caterer/company: (optional) \_\_\_\_\_

Name of party supply rental company (optional): \_\_\_\_\_

Event Type: \_\_\_\_\_

**BCHS Representative:** Julia Plummer Schokker/ 1s Vice Chair, BCHS Board  
 Mobile: 814-207-3422 Print Name and Title

**Applicable Reservation Fees**

- \$400 for use of grounds for 4 hrs
  - 2-4 hrs setup & cleanup included @ no charge (not part of 4 hr rental)
  - restroom & all outside grounds
  - need more than 4 hrs hours? see below
- \$50 for photography (outside)
- \$100 add-on to close Museum/ Grounds to public if event held during normal business hours (Fri, Sat, Sun 11AM-3PM)
- Other \$100 per hour (e.g. rental for < 2 hrs or > 4 hrs). Describe below

**NOTES:**

Enclosed is a copy of the policy adopted by the Blair county Board of Directors concerning the use of our sites for events. Our intent in establishing this policy is not to discourage use of the sites, but to ensure that you understand the challenges of upkeep that these sites entail. We ask you to cooperate in following these guidelines so that we can continue to maintain our sites for everyone in the community to enjoy. Questions? Call 814-942-3916 or email us at [info@blairhistory.org](mailto:info@blairhistory.org) Enjoy your event and we hope it is both beautiful and memorable!

To confirm your reservation, please sign and return this form with your payment of the appropriate fee.

**Acknowledgement**

By my signature below, I attest that I have read the enclosed policy (see back of form) on the use of the Blair County Historical Society Property for photography and will abide by its provisions

\_\_\_\_\_  
 Responsible Person Signature Date

**Donation Receipt**

Check  PayPal  Cash  Credit Card

Amount : \_\_\_\_\_

Check # : \_\_\_\_\_

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

(Use "Donate" button on [blairhistory.org](http://blairhistory.org))