STATE HISTORICAL SOCIETY of North Dakota

FORMER GOVERNORS' MANSION STATE HISTORIC SITE USER'S AGREEMENT

Events held at the Former Governors' Mansion State Historic Site require reservations scheduled with the Historic Preservation Division (328-2672) at the State Historical Society of North Dakota.

Name of User	Email		
Address	City	State	Zip
Contact Person	Telephone	Date(s) Requested	

Area requested.	Room Arrangement
☐ North Parlor ☐ South Parlor ☐ Dining Room ☐ Kitchen ☐ West Lawn ☐ East Lawn ☐ North Lawn Setup for events held on the Mansion lawn are the responsibility of the user.	☐ U-Shape ☐ Classroom ☐ T-Shape ☐ Theater ☐ Conference ☐ Banquet Other:

Number of People	Comments

The Following equipment is available

☐ 19" TV w/VCR/DVD ☐ 8-cup Coffeepot (coffee & cups not provided

☐ Podium ☐ 22-cup Coffeepot (coffee & cups not provided

☐ 40-cup Coffeepot (coffee & cups not provided

Area(s) Requested -$35.00 an hour. Number of Hours_____x$35 Lawn -$75.00 for a 4 hour block. Times of the Event:	Amount

Please make checks payable to the State Historical Society of North Dakota. State agencies will be Inter-Departmental Billed (IDB) quarterly, unless otherwise noted.

Total Amount Due

I have read this agreement and agree to follow the guidelines set forth in the attached *Users' Guide for the Former Governors' Mansion State Historic Site*, State Historical Society of North Dakota, which is hereby made a part of this agreement.

Please return two copies of this form. After Society representatives have signed the agreement, you will be sent a copy.

Signature of Representative of Organization	State Agency Department Number	Date
Signature of Historic Preservation Representative		Date
Signature of Director of the State Historical Society of North Dakota		Date

Return payment, along with two copies of this agreement to:

State Historical Society of North Dakota
612 East Boulevard Avenue
Bismarck, ND 58505