

Why Northwest Territory Historic Center (NTHC) for an event?

NTHC is conveniently located within town, nestled next to the Dixon Public Library, Lee County Courthouse, and the Dixon Fire Department. We have a fully private parking lot with road access. The building has three convenient entrances with one being handicap accessible. We are fully ADA (*Americans with Disabilities Act*) and state safety/fire code compliant. We have 4 public restrooms available and an elevator for traversal. Guests may tour our 3 floors to see all we offer as a museum, completely free of charge. NTHC has worked diligently to maintain and restore the beauty of the natural building while maintaining a professional, clean and historical setting. NTHC was formerly the boyhood middle school of President Ronald Reagan. We are a Smithsonian Affiliate site with Three permanent, premiere exhibits; a research library/archive and much, much more.

The following application will be used to apply for rental of either our Auditorium, Gymnasium, or Theatre rooms. By applying you understand to the following terms about the application process:

- Completing this application does not guarantee approval or reservation of the rooms.
- Prior rental history does not guarantee approval or reservation of the rooms. We are first come, first serve basis.
- Weekend rental approvals are more stringent as they are based on staff availability. We DO NOT ALLOW outside staffing for events.
- After completing this application, it is subject to review and may be denied for any reason, as we are privately owned. We reserve the right to approve or deny any request without notification of reason.
- We will make an adequate attempt to contact you concerning approval or denial of your request.
- The rooms available for rental are the Auditorium, Gymnasium and Theatre. No other rooms will be negotiated. Each room will have access to public restrooms. Attendees may wander, but not interrupt other day-to-day business of NTHC.
- During weekend events; you the host are responsible for keeping guests out of Private parts of the building. This includes the basement and garage areas. If any guests are found to be violating this rule they will be expelled from the building immediately; and not welcome back.
- We have special stipulations that must be met if the purpose of the rental is Educational, Political or Religious, please see *the Special Event section*.
- Alcohol, marijuana, and/or drugs of any kind are not permitted on the premises.
- Smoking and vaping are not allowed in the building at any time.
- Pets other than therapy animals are not allowed in rental rooms.
- Upon approval, a contract must be signed, and payment received BEFORE any room is to be used. The terms of the contract must be agreed upon or the room reservation will be forfeited.

Contact Information *(Please complete all pages and return via email, mail, or in-person.)*

<i>Contact Name</i>	<i>Private Event or Public?</i>	<i>Organization</i>
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<i>Address</i>	<i>Phone</i>	<i>Email Address</i>
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<i>Date(s) Requested</i>	<i>Times Requested</i>	<i>Approximate Number of Attendees</i>
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Reservation Amenities

- Tables needed? YES NO IF YES, HOW MANY? _____ (We have 18x8 ft tables available, each sit 8-10.)
- Chairs needed? YES NO IF YES, HOW MANY? _____ (We have standard folding chairs.)
- Wi-Fi needed? YES NO
- Audio/Visual, PA/TV? YES NO IF YES, WHAT DO YOU NEED? _____
- Quiet/Closed Event? YES NO
- Age restricted Event? YES NO IF YES, WHY? _____ (Please provide accurate information.)
- Catering In? YES NO IF YES, WHAT TIME? _____ (No access to kitchen or sink.)

NO COOKING OR OPEN FLAME ALLOWED INSIDE THE BUILDING.

- Special Category? EDUCATIONAL POLITICAL RELIGIOUS PRIVATE (See next page.)

Special Event Disclosure

At NTHC we strive to uphold historical accuracy, science, and fact. In our current times it becomes increasingly difficult to stay neutral on topics such as politics, religion, and social norms. While we encourage anyone to believe their personal beliefs up high, as a museum and a place of learning we cannot abandon our principles. President Ronald Reagan is an inspiration to us here at NTHC and this building serves as a testament to his legacy, but we choose not to be politically affiliated. For this reason, we have the following additional terms for Special Events that are Educational, Political or Religious. NTHC is an equal opportunity for all those who apply. You will not be denied based on race, gender, economic/social status, religion, political or sexual orientation. NTHC is a privately owned, nonprofit organization and reserves the right to deny approval of application.

Educational

- Educational events will be given a 50% discount on the price of all room reservations and priority when scheduling reservations. (Included on price chart already)
- Educational events that are religious in nature are designated as religious events and cannot be advertised as so.
- Events, workshops or any other event that deals with topics of *pseudoscience, spiritual, paranormal, alternative medicine, astrology, occultism, conspiracy, etc.* are welcome as private events but may not be considered educational and cannot be advertised as so.
- Educational events that directly conflict with established scientific, historical, or fact are not considered educational and cannot be advertised as so.

Political/Government

- Political events must be advertised as such.
- If an event has a political party affiliation it must be advertised as such and made clear.
- Political events held at NTHC must designate that NTHC is not politically affiliated or affiliated with the organization holding the event.
- Political events may have a party affiliation but cannot deny entry to anyone based on gender, race, sexual orientation, social status, or party affiliation.
- Official party-political business should not occur on NTHC property, such as but not limited to: swearing of oaths, voting, testimony, ceremony, bill/law drafting, or official diplomacy. *This stipulation does not apply for dealings of private business, Lee County local government, or Dixon local government.*
- Political events held at NTHC cannot solicit or raise funds.

Religious/Spiritual

- Political events must be advertised as such.
- If an event has a religious or denomination affiliation, it must be advertised as such and made clear.
- Religious events held at NTHC must designate that NTHC is not religiously affiliated or affiliated with the organization holding the event.
- Religious events may have a denomination affiliation but cannot deny entry to anyone based on gender, race, sexual orientation, social status, or party affiliation.
- Official religious ceremony should not occur on NTHC property, such as but not limited to: swearing of oaths, voting, testimony, ceremony, bill/law drafting, or official diplomacy. *This stipulation does not apply to any personal rights such as prayer or free speech.*

I, *sign name*, have read the above requirements for any special events. I agree to the special terms of the special events or am not having an event that needs to apply the special event rules. I also understand that providing false information or violating the above terms may result in my reservation being cancelled, the event being terminated. In the event of a termination, it may bar me from being able to reserve rooms and event space in the future.

Rooms and Amenities

Auditorium

- Max occupancy; 200 persons.
- Overhead or natural lighting.
- Stage with side stage and front stairs and overhead lighting.
- Wi-Fi
- Available Public Address (PA) Audio System
- Available for Catering
- 1st (Main) Floor Access with Flanking Bathrooms
- Two Entrances that can be closed for Privacy.
- Climate Controlled
- **No Sports or Running**

Gymnasium

- Max occupancy; 150 persons.
- Overhead lighting.
- Small Library Access
- 3rd Floor Access with Flanking Bathrooms
- Two Entrances that can be closed for Privacy.
- Climate Controlled
- **Unreliable Wi-Fi**
- **No Mezzanine**
- **Not Available for Catering, Food and Drink not Allowed.**

Theatre

- Max occupancy; 50 persons.
- Wi-Fi
- Large HD (720p) TV and Surround Sound System with open HDMI inputs
- 1st (Main) Floor Access, Bathrooms near Auditorium
- Single Door for Privacy
- Climate Controlled
- **Not Available for Catering, Food and Drink not Allowed.**
- **No Sports or Running**
- **Not available Thursdays from 8AM-4PM**

Room Request

- Auditorium, Attendees (include self) _____
- Gymnasium, Attendees (include self) _____
- Theatre, Attendees (include self) _____
- All Three, Attendees (include self) _____

Contact Name	Phone Number
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Event Name	Organization
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Sign Name	Date

(Please complete all pages and return via email, mail, or in-person.)

APPLICATION FOR ROOM RENTAL

revised 12/5/2023

Rates (Monday-Friday 8AM-4PM)				
Normal Hourly Rate				
Occupancy	Auditorium	Theatre	Gymnasium	
1-50	\$ 25	\$ 50	\$ 30	
51-100	\$ 50	N/A	\$ 60	
101-150	\$ 75	N/A	\$ 90	
151-200	\$ 100	N/A	N/A	

Education Rates (Only During Business Hours)				
Education/Schooling Hourly Rate				
Occupancy	Auditorium	Theatre	Gymnasium	
1-50	\$ 13	\$ 25	\$ 28	
51-100	\$ 25	N/A	\$ 58	
101-150	\$ 38	N/A	\$ 88	
151-200	\$ 50	N/A	N/A	

Daily Rate (Monday-Friday 8AM-4PM)				
Occupancy	Auditorium	Theatre	Gymnasium	
1-50	\$ 182	\$ 364	\$ 218	
51-100	\$ 348	N/A	\$ 417	
101-150	\$ 500	N/A	\$ 600	
151-200	\$ 640	N/A	N/A	

Education Daily Rate (Monday-Friday 8AM-4PM)				
Occupancy	Auditorium	Theatre	Gymnasium	
1-50	\$ 91	\$ 182	\$ 109	
51-100	\$ 174	N/A	\$ 209	
101-150	\$ 250	N/A	\$ 300	
151-200	\$ 320	N/A	N/A	

Weekly Rate	Gymnasium	Auditorium
1-50	\$ 450	\$ 650
51-100	\$ 650	\$ 850
101-150	\$ 850	\$ 1,050
151-200	\$ 1,000	\$ 1,200

Weekly Rate	Gymnasium	Aud.	GUIDED TOURS ARE FREE FOR SCHOOLS
1-50	\$ 225	\$ 325	
51-100	\$ 325	\$ 425	
101-150	\$ 425	\$ 525	
151-200	\$ 500	\$ 600	

Special Rates, Mornings & Evenings Hourly (Monday-Friday, 6AM-8AM, Monday-Thursday 4PM-8PM)				
Occupancy	Auditorium	Theatre	Gymnasium	
1-50	\$50	\$100	\$60	
51-100	\$95	N/A	\$114	
101-150	\$136	N/A	\$164	
151-200	\$174	N/A	N/A	

*** (Education Rates not Available Outside of Business Hours)				
Friday Evening (Friday, 4PM-12AM)				
Occupancy	Auditorium	Theatre	Gymnasium	
1-50	\$ 100	\$ 200	\$ 120	
51-100	\$ 190	N/A	\$ 229	
101-150	\$ 273	N/A	\$ 327	
151-200	\$ 348	N/A	N/A	

Special Rates, Hourly (Saturday, 12AM-12AM)				
Occupancy	Auditorium	Theatre	Gymnasium	
1-50	\$ 95	\$ 190	\$ 114	
51-100	\$ 181	N/A	\$ 217	
101-150	\$ 259	N/A	\$ 311	
151-200	\$ 330	N/A	N/A	

Special Rates, Hourly (Sunday, 8AM-8PM)				
Occupancy	Auditorium	Theatre	Gymnasium	
1-50	\$ 88	\$ 175	\$ 105	
51-100	\$ 167	N/A	\$ 200	
101-150	\$ 239	N/A	\$ 286	
151-200	\$ 304	N/A	N/A	

New Operation Hours Effective January 3rd, 2024

Summer Hours

Winter Hours

April-September

October-March

Monday	CLOSED	Monday	CLOSED
Tuesday	9AM-4PM	Tuesday	10AM-5PM
Wednesday	9AM-4PM	Wednesday	10AM-5PM
Thursday	9AM-4PM	Thursday	10AM-5PM
Friday	9AM-4PM	Friday	10AM-5PM
Saturday	8AM-12PM	Saturday	10AM-2PM
Sunday	CLOSED	Sunday	CLOSED