HARBOR HISTORY MUSEUM

Facility Rental Agreement

Please review this contract carefully. Sign and return it with the appropriate fee. Any questions can be directed to Facility Rental Planner, Liz Pedersen at liz@harborhistorymuseum.org.

By this agreement, the User does contract with the Harbor History Museum, hereafter referred to as the Museum, to use the Museum facilities [specific spaces identified below] on the below date.

Date of Event: _____ Space to be Rented _____

Anticipated Attendance: _____

Name of Organization/User: _____

Non-profit? Tax-ID#: _____

Authorized Contact Person: _____

Address: _____

Phone: (_____)_____ e-mail: _____

Name of Event: _____

Time Event is to Begin: _____ Time Event is to End: _____

Time Set-up is to Begin: _____ Cleanup to be completed by (time):_____

The User agrees to abide by the policies and conditions outlined in this contract.

The User agrees to designate one person to be in charge while at the Museum. The person in charge must be present during the entire event (including set-up) and insure the Museum is cleaned up after the event. If different from the Authorized Contact Person please provide the name of the person in charge during the event:

Person in charge during the event and for cleanup: _____

Phone: (_____)_____ e-mail: _____

Facility Rental Fees

Space	**Capacity**	**Non-profit**	**For-profit**
		Day / After Hours	Day / After Hours
Resource Room	46	$20/hr / $35/hr	$35/hr / $50/hr
Lobby*	88	N/A / $50/hr	N/A / $75/hr
Midway School	35	N/A / $35/hr	N/A / $50/hr
Entire Facility*	250	N/A / $100/hr	N/A / $150/hr

*These spaces are available 30 minutes after the Museum closes to the public and require a two-hour minimum rental.

The museum reserves the right to waive these fees at its discretion. **Please note that event time includes setup and cleanup.**

The User agrees to pay $ _____ to rent the Museum for _____ hours. If use exceeds this number of hours the User agrees to pay the applicable fee for each additional hour.

The User agrees to pay $ _____ (1/2 the rental fee **and** full damage deposit) **upon signing this contract**.
The balance of $ _____ is due on or before the day of the event.

Checks should be made payable to the *Harbor History Museum*.

Rental Policies

DEPOSITS AND FEES:
A separate $200 refundable Deposit is due at the time of the acceptance of the rental agreement ($50 for Resource Room rental). Said Deposit will be held and returned to the User unless damage occurs or the event goes beyond the pre-scheduled time. Users who expect to sign up for repeat rentals may elect to keep their deposit on file throughout the calendar year.

An additional $50 nonrefundable Cleaning Fee is due with final payment for events involving food service in the LOBBY, RESOURCE ROOM, or FULL FACILITY.

CATERING:
Food and beverages are not provided by the Museum but the User can provide their own or arrange for a caterer. Rental fees do not include any catering, tenting, transportation, or equipment (tables, chairs, linens, etc.) If alcohol is to be served, User must obtain a Washington State Banquet Permit, available at any Washington State Liquor Store, and it must be posted at the event. User must comply with all applicable State of Washington liquor and food service laws. User may add an additional $50 nonrefundable Usage Fee, granting the use of the Museum's wine glasses, platters, silverware, ice, coffee maker and warming trays. User is responsible for cleanup and removal of all food, equipment and garbage from the Museum on the day of the event.
CAPACITY:
The User agrees to abide by the room capacities listed above.

RENTAL HOURS:
Daytime facility rental hours are from 10:00am – 5:00pm. After hours/evening facility rental hours are from 5:30 p.m. – 10 p.m. Monday- Sunday (including set-up and clean-up).

PARKING:
There are 34 on-site striped parking spots and two handicapped parking spots. The site can accommodate additional parking in graveled, unstriped areas. On-street parking is also available. Please note, museum gate is locked at 5:00 pm or immediately after evening events. Any vehicles remaining in lot will be locked in until museum opens the following day.

DECORATIONS
Decorating services are the responsibility of the renter. The Museum does not allow the following items under any circumstance: Helium-filled balloons, open flames (excluding votive-type candles), glitter,

confetti, rice, birdseed, asparagus fern, plant berries, and freshly cut garden flowers or branches. (Flowers, any living plants and soil must come from a licensed florist and be guaranteed pest free.) Decorations are not allowed in the exhibit galleries and must be fire-resistant. Decorating plans are to be submitted to the Museum's event coordinator and pre-approved prior to the event.

EQUIPMENT
The Museum has 48 chairs available for use during the event. The Museum also has eight 6-foot tables available for use during the event. A refrigerator is available for use during the event as well. The User is responsible for providing any additional furnishings and equipment needed during the event. Staffing for setup, cleanup, and conduct of the User's activities are not provided by the Museum.

SECURITY
A Museum staff person will be scheduled during the event to provide security for the facility and to provide information about the facility during your event. Additional staff and/or volunteers will be scheduled during events utilizing the full facility.

FLOOR
User agrees to protect the finish of the lobby floor by not dragging tables or other equipment across the flooring. If the User chooses to mop after their event, User agrees to use plain water only with no chemical additives.

EXHIBITS
Under no circumstances are food or beverages permitted in the Museum galleries; this includes the Daylight Gallery spanning from the Lobby to the Resource Room, and the Midway School. User agrees to protect the galleries by informing their guests to remain in the Lobby **or** Resource Room with their food or beverage. Pets are not permitted in the Museum unless they are a registered service animal.

LIABILITY
The User assumes all liability for loss or damage to the Museum property that results from its use of the facility, and agrees to hold the Museum harmless for loss or damage to the persons or property of its members or guests while at the Museum. The User assumes all responsibility and liability for injury or illness resulting from the serving of food and/or drink at the Museum and agrees to hold the Museum harmless.

CERTIFICATE OF INSURANCE
A certificate of insurance shall be provided prior to the rental of the Lobby, Resource Room, or Entire Facility confirming bodily injury and property damage liability insurance with minimum limits of $500,000.

CANCELLATIONS AND REFUNDS
If the event must be postponed, the payment will apply to the later date. If the event is canceled, written or e-mailed notification must be received by the Museum at least 10 working days prior to the scheduled date in order for the User to receive a full refund. If the event is canceled less than 10 working days prior to the scheduled date, the User forfeits ½ the rental fee. Postponement and/or cancellation must be in writing or an e-mail from the Authorized Contact Person for the User.

I certify that I have read, understand, and accept the conditions set forth in this contract.

_____ _____

Authorized Contact Person for the User Date

Application approved by:

_____ _____

Authorized Representative for the Museum Date