



Facility Rental Agreement

Please review this contract carefully. Sign and return it with the appropriate fee.

By this agreement, User does contract with the Boulder History Museum, hereafter referred to as the Museum, to use the Museum facilities on the above date.

Date of Event: _____

Anticipated Attendance: _____

Name of Organization/User: _____

Non-profit 5013c # _____

Authorized Contact Person: _____

Address: _____

Phone: _____ **e-mail:** _____

Name of Event: _____

Date 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 and insure the Museum is cleaned up after the event. If different from the Authorized Contact Person please include the name of the person in charge during the event:

Person in charge during the event and for cleanup: _____

Phone: _____ e-mail: _____

The fee for renting the Museum is \$125 per hour for a two-hour minimum. (Non-profit rate is \$100 per hour.) 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 \$125 for each additional hour. (\$100 per hour for non-profit organizations)

The User agrees to pay \$ _____ (1/2 the rental fee) upon signing this contract.

The balance of \$ _____ is due on or before the day of the event.

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

A separate \$500 damage deposit is due at the time of the acceptance of the rental agreement. An additional \$60 non-refundable cleaning fee is due at the time of acceptance of the rental agreement. Said Damage Deposit will be held and returned to the User unless damage occurs or the event goes beyond the pre-scheduled time.

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CATERING:

Food and beverages are not provided by the Museum but the User can provide their own or arrange for a caterer. The User agrees to insure that no food or drinks will be permitted on the second floor of the Museum. Rental fees do not include any catering, tenting, transportation, or equipment (tables, chairs, linens, etc.) Liquor may be served by a licensed bartender.

CAPACITY:

The User agrees to insure that no more than 75 people will be in the Museum building at any one time. If the downstairs gallery does not already have an exhibit on display, the maximum capacity for a sit-down event is 40 people; otherwise this option is not available.

RENTAL HOURS:

Event rental hours are from 5:30 p.m. – 10 p.m. Monday- Friday; from 8:30am. – 11:30am & 4:30pm - 10pm Saturday & Sunday (including clean up).

PARKING:

There are 11 on-site parking spots, one handicapped parking spot and on-street parking is available.

MUSIC:

Electronic or amplified music is not permitted inside or outside of the Boulder History Museum. This applies to stereos, electronic pianos and any other instruments which require a microphone or are plugged into an electronic source. Disc jockeys are not permitted. Musical bands, orchestras and stringed instruments may play in the museum if space allows.

SMOKING:

There is NO smoking or open flames (i.e. candles) allowed in any room of the museum.

DECORATIONS

Any decorations must be approval by the Boulder History Museum staff. Furniture or objects belonging to the museum may not be moved or handled without permission of the Museum staff.

The User assumes 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 responsibility and liability for illness resulting from the serving of food and drink at the Museum and agrees to hold the Museum harmless.

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 30 days prior to the scheduled date in order for the User to receive a full refund. If the event is canceled less than 30 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

Authorized Representative for the Museum

Date