



HARBOR HISTORY MUSEUM

Facility Rental Agreement

Please review this contract carefully. Sign and return it with the appropriate deposit to reserve the date(s) and time requested. Questions can be directed to the Facilities Rental Coordinator at facilityrental@harborhistorymuseum.org

Date of Event: _____ Space to be Rented (see below) _____

Client Name: _____

Address: _____ Phone: () _____ e-mail: _____

Description of Event: _____

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

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

Anticipated Attendance: _____ Authorized Contact Person: _____

Facility Rental Prices

Rental Space	Capacity	Hourly Rates (2 Hour Minimum)	Security /Cleaning Deposit
Resource Room	46	\$60/hr	\$50
Lobby*	88	\$150/hr	\$500
Courtyard*	XX	\$150/hr	\$500
Lobby & Courtyard*	88+	\$250/hr	\$500
Entire Facility**	250	\$350/hr	\$500

*Available only before/after Museum hours (10:00am – 5:00pm T- Sun.).

** Includes admission to Exhibit Galleries.

- The Client agrees to pay the \$_____ refundable security/cleaning deposit upon signing this contract.
- The Client agrees to pay \$_____ to rent the Space for _____ hours **including set-up/clean-up.**
- The client agrees to pay \$_____ for Optional Equipment (below).
- **TOTAL RENTAL FEE \$_____**

Payment in full of is due no later than two weeks prior to the reservation. Failure to pay the balance due by this date will result in cancellation. Checks should be made payable to Harbor History Museum.

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

Client Name

Date

Application approved by:

Authorized Representative for the Museum

Date

Rental Policies

DEPOSITS AND FEES:

A **\$500 refundable Security/Cleaning Deposit (\$50 for Resource Room rental)** is due at the time of the acceptance of the rental agreement. Upon successful post-event inspection, the Security/Cleaning Deposit will be returned to the Client unless damage occurs, excess clean-up is necessary, or the event goes beyond the pre-scheduled time. If rental time is exceeded the Client agrees to pay twice the applicable fee for each additional hour or portion thereof. Clients who expect to sign up for repeat rentals may elect to keep their deposit on file throughout the calendar year.

NON-PROFIT DISCOUNTS

A 20% discount is available for non-fund-raising events for verified 501(C)3 non-profit organizations. Please contact the Facility Rental Coordinator for more information.

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 to receive a full refund. If the event is canceled less than 10 working days prior to the scheduled date, the Client forfeits ½ the rental fee. Postponement and/or cancellation must be in writing or an e-mail.

EQUIPMENT

The Museum will provide set-up/tear-down of Museum Equipment. The Client is responsible for set-up and tear-down of the Client's tables, chairs, and other equipment

Please indicate what Museum Equipment you will need:

MUSEUM EQUIPMENT	QUANTITY NEEDED
(8) 6' x 2' Tables w/dressing (Included)	
(45) Chairs (Included)	
(2) Water Dispensers (Included)	
Prep Kitchen w/Refrigerator (Included)	Yes/No
Video Projector * (\$25) (Optional)	Yes/No
PA Speaker (\$25) (Optional)	Yes/No
55 Cup Pot of Coffee (\$25) (Optional)	Yes/No

*Client must provide computer/video projector connections to their computer

CATERING:

Food and beverages are not provided by the Museum but the Client can provide their own or arrange for a caterer. If alcohol is to be served, Client must obtain a Washington State Banquet Permit, available on-line at the Washington State Liquor web site. Client must comply with all applicable State of Washington liquor and food service laws. The Museum can provide a licensed bartender for an additional \$20/hr. per bartender.

Will the event include food and/or beverages? **Yes/No** Please define: _____

Will the event include alcohol? **Yes/No** Please define: _____

Will you require a licensed bartender(s)? **Yes/No**

Client is responsible for cleanup and removal of all food and equipment from the Museum before the end of the rental period on the day of the event.



LIABILITY

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

INSURANCE

For events of 50+ people or if serving alcohol, client shall name Museum as an Additional Insured on a primary and noncontributory basis on a general liability insurance policy and shall provide Museum with a copy of the Additional Insured endorsement prior to the date of the event. The Client's general liability insurance policy shall have coverage for the date(s) of the event of at least \$1,000,000 per occurrence and \$2,000,000 aggregate limits. If liquor will be served the Client's general liability insurance must also contain specific coverage for liquor liability at these same limits.

PARKING:

There are up to 34 on-site striped parking spots (depending on availability) and two handicapped parking spots. On-street parking is also available near-by.

DECORATIONS

Decorating services are the responsibility of the Client. To protect our exhibit environment the Museum does not allow the following items: Helium-filled balloons, open flames, glitter, confetti, rice, birdseed, asparagus fern, plant berries, and freshly cut garden flowers or branches. (Flowers must come from a licensed florist and be guaranteed pest free.) Decorations are not allowed in the exhibit galleries. Decorating plans are to be submitted to the Museum's Rental Coordinator and pre-approved prior to the event.

DELIVERIES:

All event deliveries and removals must be scheduled in advance with the Facility Rental Coordinator. Museum personnel will not accept unscheduled deliveries and pick-ups.

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 may be scheduled during events utilizing the full facility. Additional fees may apply.

RECYCLING

Harbor History Museum has implemented a recycling program to more effectively manage our waste stream. We are providing recycling containers throughout our facility along with illustrated recycling reminders to help educate Museum users about the importance of recycling and what waste items are accepted for recycling. The Harbor History Museum Recycling Program is part of our effort to encourage creating and living a more environmentally sustainable lifestyle.

Thank You for recycling!

