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: ___________________________ Phone: (_____) ___________________________
Address: ___________________________ e-mail:
Description of Event: ___________________________
Museum Access-Rental/ Set-Up Begins: ___________ Time Event Begins: ___________________________
Time Event Ends: ___________________________ Clean-up/Rental completed by: ___________________________
Anticipated Attendance: _________ Authorized Contact Person: ___________________________

Facility Rental Space Prices

<table>
<thead>
<tr>
<th>Rental Space</th>
<th>Capacity</th>
<th>Hourly Rates (2 Hour Min.)</th>
<th>Security /Cleaning Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Room</td>
<td>45</td>
<td>$60/hr</td>
<td>$50</td>
</tr>
<tr>
<td>Lobby*</td>
<td>88 (45 Seated w/tables)</td>
<td>$150/hr</td>
<td>$500</td>
</tr>
<tr>
<td>Courtyard*</td>
<td>XX</td>
<td>$150/hr</td>
<td>$500</td>
</tr>
<tr>
<td>Lobby &amp; Courtyard*</td>
<td>88+</td>
<td>$250/hr</td>
<td>$500</td>
</tr>
<tr>
<td>Entire Facility**</td>
<td>XX</td>
<td>$350/hr</td>
<td>$500</td>
</tr>
</tbody>
</table>

*Available before or 30 min. after Museum hours (10am – 5pm, Wed. – Fri.; 10-4pm, Sat.)
NOTE: No food or beverages are allowed in the Exhibit Galleries.

- The Client agrees to pay $_____ to rent the space for ____ hours including set-up/ clean-up.*
  *Museum Staff will set-up and tear down all Museum equipment before and after your rental.
- The client agrees to pay $______ for Optional Museum Equipment (below).
- **TOTAL RENTAL FEE  $____________**
  - The Client agrees to pay the $_____ refundable security/cleaning deposit upon signing this contract.

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 ___________________________

HOW DID YOU HEAR ABOUT RENTING THE MUSEUM? ___________________________
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 satisfactory 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.

DISCOUNTS
We offer a 10% Discount for Harbor History Museum Members. 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.

POSTPONEMENTS/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.

INCLUDED/OPTIONAL MUSEUM EQUIPMENT
The Museum will provide set-up/tear-down of Museum Equipment before/after at no charge. The Client is responsible for set-up/tear-down of the Client’s decorations, meal accessories, any other equipment. Rentals include tables/seating for up to 45 guests.

Please indicate what Museum Equipment you will need:

<table>
<thead>
<tr>
<th>MUSEUM EQUIPMENT</th>
<th>QUANTITY NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>(8) 6’ x 2’ Tables w/dressing (Included, inside only)</td>
<td></td>
</tr>
<tr>
<td>(45) Chairs (Included, inside only)</td>
<td></td>
</tr>
<tr>
<td>(2) Water Dispensers (Included)</td>
<td></td>
</tr>
<tr>
<td>Prep Kitchen w/Refrigerator (Included)</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Video Projector/Screen ($25) (Optional, inside only)</td>
<td>Yes/No</td>
</tr>
<tr>
<td>55 Cup Pot of Coffee ($25) (Optional, inside only)</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

Museum Staff will set-up/tear down all Museum equipment before/after at no charge.

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 online 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. NOTE: No food or beverages are allowed in the Exhibit Galleries.

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 client’s 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 of at least $1,000,000 per occurrence and $2,000,000 aggregate limits for the date(s) of the event. If alcohol 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. No decorations may be used that will damage Museum walls, floors or other surfaces. **To protect our exhibit environment the Museum does not allow the following items:** Helium-filled balloons, open flames, glitter, confetti, rice, birdseed, or 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, Museum equipment set-up/tear-down, 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!

HARBOR HISTORY MUSEUM