WILDLING MUSEUM
EVENT RENTAL REQUEST

RENTER INFORMATION:

1. NAME:___________________________________________________________________

2. ADDRESS:_________________________________________________________________

3. PHONE NUMBER:_____________________ ALTERNATE NUMBER:___________________

4. EMAIL: _______________________________

EVENT INFORMATION:

1. DATE (S) OF USE:___________________________________________________________

2. TIME(S) (START AND END):___________________________________________________

3. MUSEUM SPACE REQUESTED:_________________________________________________

4. TYPE OF EVENT:_____________________________________________________________

5. ESTIMATED NUMBER OF GUESTS:______________________________________________

6. WILL YOU BE SERVING ANY FOOD OR DRINK? (PLS DESCRIBE): ______________________

7. WILL YOU BE HAVING LIVE MUSIC? (PLS DESCRIBE): ______________________________


WILDLING MUSEUM TERMS OF RENTAL

Use of the Wildling Museum’s facilities is made available to groups under specific conditions outlined below. Fees charged are to reimburse the Museum for its overhead expenses and to protect the site. Fees are subject to change at any time. The Museum permits the use of the facility if the events and activities increase public awareness of the museum and its mission, and fulfill the following general policy and specific conditions:

1. Users and their activities shall protect the security of the collections; the safety of the visitors and staff; and the reputation of the Museum, its officers and employees. This requirement is partially fulfilled by proof of general liability insurance and a cleaning/damage/security deposit.

2. Approval of site use does not constitute or imply an endorsement by the Museum of the Renters, their goals or activities.

3. Users are prohibited from offering for sale or providing to the general public any beverage containing alcohol. This policy is not intended to preclude Renters from serving alcoholic beverages to their invited guests or members of their organization.

4. Admission fees, fund-raising, or merchandise and food sales are not permitted except by written approval of the Museum’s Executive Director or his/her designee.

5. The Trust does not discriminate in the use of its premises on the basis of ethnicity, gender, religion, or disability.

6. All requests for use of the Museum are subject to review and approval by the Museum’s Executive Director or his/her designee.

7. Any and all exceptions to this site use policy and its conditions must be in writing and agreeable to both Renters and the Museum.

8. Any deviation from the terms of the site use policy will cause forfeiture of the cleaning/damage/security deposit.

RENTAL SPACES AND COSTS

GOODALL EDUCATION CENTER: $250.00

SECOND FLOOR GALLERY: $500.00

FIRST FLOOR GALLERY: $750.00

ENTIRE MUSEUM: $1,500.00

All spaces are available for rent for a minimum of 4 hours.

Museum members at Wilderness Circle level or above receive a 10% discount on rental fees.
Nonprofit organizations may receive substantial discounts on rates and are negotiable.
INSURANCE

Renter shall provide insurance coverage naming the Wildling Museum as additional insured. At its own expense, Renter shall maintain public liability and property damage insurance coverage with any reliable company providing liability limits of not less than $1,000,000 per person, insuring against all liability of Renter and its agents arising out of and in connection with Renter’s use or occupancy of premises. All such insurance shall insure performance by Renter of the indemnity provisions of this paragraph. Renter shall not do, bring or keep anything on the premises which is inherently dangerous, or will cause cancellation of any insurance covering the premises, or which will cause an increase in the rate of any insurance carried by the Wildling Museum.

PAYMENT SCHEDULE

Rental fee per event is due as follows:

- 25% Non-refundable deposit, payable upon signing Rental Agreement
- 100% Balance due two weeks before event

$100.00 Damage/Cleaning/Security deposit due two weeks before event (refundable if conditions are met.

CANCELLATION POLICY

If event is cancelled one month before event, all fees paid except 25% non-refundable deposit will be returned. If event is cancelled 2 – 4 weeks before event, 1/2 of rental fee will be returned plus Damage/Cleaning/Security deposit. If event is cancelled less than 2 weeks from event, the entire rental fee and deposit will be forfeited and only the damage/cleaning deposit will be refunded.

AGREEMENT:

I have read and agree to the terms and conditions listed in the Wildling Museum’s attached rental agreement.

SIGNATURE: __________________________ DATE: __________________________

APPROVED BY WILDLING MUSEUM:

SIGNATURE: __________________________ DATE: __________________________

Any unauthorized deviance from this agreement as set forth in this document or any other written agreement between the user and the Museum as relating to this document requires cancellation of the agreement and necessitates the processing of a new contract for approval and could cause forfeiture of security deposit.
RENTAL AGREEMENT AND PAYMENT SCHEDULE

RENTER INFORMATION:

5. NAME:______________________________________________________________

6. ADDRESS:___________________________________________________________

7. PHONE NUMBER:____________________ ALTERNATE NUMBER:________________

8. EMAIL: __________________________________________

EVENT INFORMATION:

8. DATE (S) OF USE:_______________________________________________________

9. TIME(S) (START AND END):___________________________________________

10. MUSEUM SPACE REQUESTED:__________________________________________

11. TYPE OF EVENT:_____________________________________________________

12. ESTIMATED NUMBER OF GUESTS:________________________________________

RENTAL FEE: $________________

DEPOSIT RECEIVED: $____________

SECURITY/DAMAGE/CLEANING DEPOSIT (DUE ON _______) $____________

BALANCE (DUE ON ________) $____________

SIGNATURES:

_________________________ DATE_________
Renter

_________________________ DATE_________

Wildling Museum