



# Rental Agreement and Contract

Date of Rental: \_\_\_\_\_

Time of Rental—Please include ALL prep time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Type of Event—Business Meeting, Lecture, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization Name: \_\_\_\_\_

\_\_\_\_\_

Primary Contact: \_\_\_\_\_

Primary Phone \_\_\_\_\_

Secondary Phone \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_

**Total Amount Owed: Number of Hours \_\_\_\_\_ x \$ \_\_\_\_\_/hour**

## Please Read:

- A \$100 Security Deposit must be paid IN FULL at least seven (7) days before the event. It will be returned within seven (7) days of the completion of the event if no items are missing or damaged.
- The full balance for the event must be paid on the day of the event prior to the start.
- Tape, tacks or other items that will permanently alter the museum are strictly prohibited for attaching decorations.
- Food and drink is allowed, but is subject to the approval of the curator.
- All decorations and excessive garbage must be removed immediately following the event.
- All renters must be off the premises by the time indicated on this form or be subjected to additional time charges.
- The applicant must notify the museum upon completion of this form if they need tables and/or chairs for the event and the quantities needed.
- All decorations are subject to approval by the curator.
- Artifacts may not be handled by anyone other than Museum staff. The renter is responsible for lost, damaged or stolen items and the value of these artifacts will be deducted from the security deposit.
- Staff reserves the right to put an immediate end to any party or event that is determined to be a hazard for the building or artifact collection.
- I understand that I hereby assume full responsibility for theft, damage, and/or disturbances which might be incurred.
- I am required to pay a \$100 Security Deposit. Any costs or damage incurred will be deducted from the Security Deposit and I will be charged for any damages over and above said Security Deposit.

I, the undersigned, hereby declare that my use of the Chudnow Museum of Yesteryear is at my sole risk and release the Chudnow Museum of Yesteryear, respective employees and individuals (including volunteers) who are in any way connected with the Museum from any liability or claims for any injury, illness or incident, that may or may not transpire during my use and my guest's use of the Chudnow Museum of Yesteryear.

Today's Date \_\_\_\_\_

Renter's Name \_\_\_\_\_ Signature \_\_\_\_\_

CMY \_\_\_\_\_