



DAYTIME FACILITY RENTAL AGREEMENT

Name of Organization: _____	
Person Authorized to Sign for the Organization: _____	
Address: _____	
Phone: _____	Email: _____
Name of Event: _____	
Date of Event: _____	Anticipated Attendance: _____
Time Event is to Begin: _____	Time Event is to End: _____
Time Set-up is to Begin: _____	Time Clean-up will be Complete: _____

RENTER agrees to abide by the policies and conditions outlined in this contract. RENTER agrees to designate one person as **HOST to be responsible for all aspects of event planning, preparation, and event supervision. The **HOST** must be present during the entire event to ensure that this agreement and all its policies are followed by guests and service providers, and to see that the museum is cleaned up after the event.**

If the HOST is different from the Authorized Contact Person listed above, please include the name, and contact information of the person in charge of the event:

Host: _____	
Phone: _____	Email: _____

RENTAL FEES

<u>Event Space</u>		
Overlook Gallery	_____	\$100/ hour for a min. of 3 hours. <i>*Prices subject to change. *</i> Seats a max. of 50 guest. <i>*Includes set-up, event, and clean up. *</i>
Additional Charges	_____	
Additional Charges	_____	
Additional Charges	_____	
TOTAL RENTAL FEE (TRF): _____		
Inconvenience Deposit	\$200	<i>Refundable (see next page)</i>
<i>Plus</i>		
<i>a 25% Deposit (of TRF):</i>	_____	
TODAY'S PAYMENT: _____		<i>To be paid upon signing this contract.</i>
REMAINING BALANCE: _____		DUE 30 DAYS PRIOR TO EVENT.

- Set-up starts no earlier than 9:00am; clean-up must be completed by 5:00 pm.
- The Rental Fee includes the use of the **MUSEUM's** tables and chairs.
- Museum can provide black underlays (table linens) **AT A CHARGE** of \$2.50/ tablecloth.
- Museum staff are not allowed to set up **RENTER's** rented equipment, including rented tables and chairs.
- **Rentals that occur during normal museum operating hours will not be private.**

CANCELLATION POLICY

If the renter cancels the event within 30 days prior to the scheduled date, 10% of the total rental fee is nonrefundable. In the event the museum cancels the rental agreement, the limit of liability will be refund of fees paid to the museum.

FACILITY RULES & REQUIREMENTS

- A **\$200 refundable** Inconvenience Deposit is required upon signing this contract. The deposit will be kept should there be...
 - **ANY** damage to the museum,
 - **ANY** remaining clean-up for museum staff **AFTER** the event,
 - an **EXTENSION** of the agreed upon rental period,
 - **ANY** last-minute changes.

If none of the above issues occur, the check will be returned by mail, after the event.

- **MUSEUM RESERVES THE RIGHT TO DENY FACILITY USAGE TO ANY GROUP, FOR ANY REASON, AT ANY TIME.**
- Museum staff representative at the rental event has the authority to act, make decisions, and cancellations which are in the best interest of the MUSEUMs safety, security, and image.

Initials/Date _____

Ticketed events, fund-raisers, political, for-profit events or otherwise, are not permitted.

SERVICE VENDORS (Caters)

- Service vendors must be approved in advance **BY MUSEUM.**
- Service vendors must provide copies of **(1) business license, (2) liquor license and (3) certificate of insurance at least one week prior to the event.** It is the HOSTS responsibility to verify submission of required documents.

Initials/Date _____

Vendor Initials/Date _____

_____ Signature	_____ Business Name	_____ Date
_____ Signature	_____ Business Name	_____ Date
_____ Signature	_____ Business Name	_____ Date

DECORATIONS

- Decorations may NOT be attached to any surface (walls, exhibit cases, etc.).
 - **All decorations must be free standing (floor or table).**
- Birdseed, glitter confetti, rice, silly string, tinsel, and sparklers are **NEVER** allowed on the property – inside or outside.
 - No open flames or candles (*EXCEPTIONS may be made for cake candles and sternos for food service*).
- **ALL** decorations are subject to Museum staff approval.

SET UP/ BREAK DOWN/ CLEAN-UP

- The museum **DOES NOT** provide storage for outside-rental equipment or goods and assumes no responsibility for loss and damage to items.
- **HOST IS RESPONSIBLE FOR** all clean-up and for ensuring that the museum is returned to the way it was found prior to the event.
- **ALL** garbage will be placed in the dumpster behind the Museum at the end of the event.
- **RENTER IS RESPONSIBLE FOR** all damage to carpet, walls, building, exhibits, etc.

Host Initials Here

ALCOHOL POLICY



NO ALCOHOL SALES ARE PERMITTED DURING OPERATING HOURS.

SMOKING POLICY

NO SMOKING, NO TOBACCO USE, AND NO VAPING IN THE MUSEUM.

BOTH PARTIES AGREE AND UNDERSTAND THAT

- This Agreement contains the entire agreement of the parties and supersedes all prior discussions and agreements between parties and any prior agreements shall, from and after this date, be invalid. This agreement may not be changed orally, but only by an agreement in writing signed by MUSEUM and HOST.
- This agreement is executed, delivered, and intended to be performed, and shall be constructed and enforced in accordance with and governed by the laws of the State of Georgia.

	
HOST Signature	Date
_____	_____
MUSEUM Representative	Date