



## Facility Rental Agreement

By this agreement, the User does contract with the Amador Livermore Valley Historical Society, hereafter referred to as the Museum, to use the Museum facilities on the stated date.

**Date of Event:** \_\_\_\_\_

**Anticipated Attendance:** \_\_\_\_\_

**Name of Organization/User:** \_\_\_\_\_

**Non-profit 501c3 #** \_\_\_\_\_

**Authorized Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Time Event is to Begin:** \_\_\_\_\_ **Time Event is to End:** \_\_\_\_\_

**Time Set up is to Begin:** \_\_\_\_\_ **Cleanup to be completed by (time):** \_\_\_\_\_

**The User agrees to abide by the policies and conditions outlined in this contract.**

The User agrees to designate one person to be in charge while at the Museum. The person in charge must be present during the entire event and insure the Museum is cleaned up after the event. If different from the Authorized Contact Person please include the name of the person in charge during the event:

Person in charge during the event and for cleanup: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

- The fee for renting the Museum is \$125 per hour for a two-hour minimum. (Non-profit rate is \$100 per hour.) Please note that event time ***includes*** setup and cleanup.
- The User agrees to pay \$ \_\_\_\_\_ to rent the Museum for \_\_\_\_\_ hours. If use exceeds this number of hours the User agrees to pay \$125 for each additional hour or portion thereof. (\$100 per hour for non-profit organizations)
- The User agrees to pay \$ \_\_\_\_\_ (1/2 the rental fee) upon signing this contract.
- The balance of \$ \_\_\_\_\_ is due 60 days before the day of the event.
- Date due: \_\_\_\_\_
- Checks should be made payable to the *Amador Livermore Valley Historical Society (ALVHS)*.

A separate \$500 damage deposit is due at the time of the acceptance of the rental agreement. An **additional \$60 nonrefundable cleaning fee** is due at the time of acceptance of the rental agreement. Said Damage Deposit will be held and returned to the User unless damage occurs or the event goes beyond the pre-scheduled time.