

**Museum on Main /ALVHS
Facility Rental Agreement (cont.)**

WALK THROUGH: A walk through of the Museum is required before signing a contract and on the day of the event before the commencement of the event to ensure adherence to the rules.

CATERING: Food and beverages are not provided by the Museum but the User can arrange for a caterer from the Museum's approved list of caterers. The Museum has this list to ensure the protection of the Museum and its collection. Each caterer on the approved list has met and been trained by our museum staff. Rental fees do not include any catering, tenting, transportation, or equipment (tables, chairs, linens, etc.) Liquor may be served by a licensed bartender with the appropriate ABC license.

CAPACITY: The User agrees to ensure that no more than 75 people will be in the Museum building at any one time. If the temporary gallery does not already have an exhibit on display, the maximum capacity for a sit-down event is 40 people; otherwise this option is not available. Museum cannot guarantee the layout of the exhibits and space at any given time.

RENTAL HOURS: Event rental hours are from 5:30 p.m. – 10 p.m. Monday- Saturday; from 8:30am. – 11:30am & 4:30pm - 10pm Sunday (including clean up time).

PARKING: There are 5 on-site parking spots, one handicapped parking spot and on-street parking is available. There is also a city lot off of Peters Street which is a short walk to the Museum.

MUSIC: Electronic or amplified music is not permitted outside of the Museum on Main. This applies to stereos, electronic pianos and any other instruments which require a microphone or are plugged into an electronic source. Disc jockeys are permitted on the inside ONLY. Small musical bands, orchestras, quartets and stringed instruments may play in the museum if space allows.

SMOKING & OPEN FLAMES: There is NO smoking or open flames (i.e. candles) allowed in any room of the museum.

DECORATIONS: Any decorations must be approval by the Museum on Main staff. Furniture or objects belonging to the museum may not be moved or handled without permission of the Museum staff.

LIABILITIES: The User assumes liability for loss or damage to the Museum property that results from its use of the facility, 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 User assumes responsibility and liability for illness resulting from the serving of food and drink at the Museum and agrees to hold the Museum harmless. The User must provide the Museum with a certificate of insurance in the amount of \$1,000,000 naming the Amador Livermore Valley Historical Society and the City of Pleasanton as additionally insured.

FEES: At the signing of this contract, 50% of the rental fee is required. The remainder is due 60 days before the date of the event. If the contract is signed within 60 days of the event, the entire rental fee is required. 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 30 days prior to the scheduled date in order for the User to receive a full refund. If the event is canceled less than 30 working days prior to the scheduled date, the User forfeits ½ the rental fee. Postponement and/or cancellation must be in writing or an e-mail from the Authorized Contact Person for the User.

I certify that I have read, understand, and accept the conditions set forth in this contract.

Authorized Contact Person for the User

Date

Authorized Representative for the Museum

Date