



# FOUNDERS ROOM

## Event Rental Agreement



Contact Name \_\_\_\_\_ Company Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home/Work Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_ Other Responsible Party \_\_\_\_\_

Date of Event \_\_\_\_\_ Number of Guests \_\_\_\_\_ Type of Event:  Party  Meeting  Other \_\_\_\_\_ Hours of Event:  3 Hours - \$300 (\$250 Non-Profit\*)  
Begin Time \_\_\_\_\_ End Time \_\_\_\_\_  5 Hours - \$600 (\$550 Non-Profit\*)  
\*Proof of 501c3 status required

### Included/Not Included

Price includes up to 3 or 5 hours for event, 1 hour set-up before event and 1/2 hour clean-up after event. If the space is still occupied after that period, \$50.00 per each additional 30 minutes will be charged. Tables and chairs (with set up) are included in rental rate. All tableware (plates, flatware, napkins, cups, etc.), tablecloths, and decorations are to be provided by client.

### Set-Up

Set-up which requires movement of furniture must be prearranged prior to event. Furniture may only be moved by museum staff. Day before decorating, drop-off or early set-up is on an availability basis only (\$25.00 fee). Table and chair layout must be approved 7 days prior to event. Specific or unique circumstances and requests may require additional fees.

### Clean-Up

The client is responsible for clean-up of room immediately following the event. Trash should be tied up and placed in rolling trash receptacles in garage. A \$100 fee will be charged for RDC staff to clean up after event.

### Decorations

All decorations should be free-standing and not attached to walls via tape, push-pins, or otherwise. **Confetti is not allowed on the premise (inside or outside).** Decorations must be removed from the building immediately following the event unless other arrangements are made prior to event.

*I have read, understand, and agree to the list of policies and obligations that must be followed when using the Founders Room. I have initialed the Deposit and Indemnification & Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19 sections on page 2. I understand that all deposits and balances owed to the River Discovery Center must be paid at least 7 days prior to occupying the facility or use of the facility will be forfeited.*

Rental Fee: \_\_\_\_\_

Misc. Fees: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

Total Due: \_\_\_\_\_

Booking Deposit: -\$50

Balance Due: \_\_\_\_\_

\_\_\_\_\_  
Client Signature Date

\_\_\_\_\_  
River Discovery Center Signature Date

## Deposit Information and Indemnification

A **booking deposit** of \$50.00 must be paid to reserve the facility for the desired date and is due at the time the reservation is made. **The deposit is non-refundable.**

A **security deposit** of \$200.00 must be given to cover any damages that may occur to the River Discovery Center or in case any policies stated and agreed to are not followed. At the completion of the event, an inspection of the facility will be made to insure the facility is left in good order and repair, under the discretion of River Discovery Center personnel. All trash should be removed from the facility at the completion of your event.

If there are no apparent damages, the deposit will be returned to the client within one week of the event. If damages are apparent, a detailed list will be compiled and used as the basis for any charge(s) against the security deposit. A minimum \$50.00 charge will be assigned for each damage. The security deposit will be applied to the cost of repairing any items or damage caused by the client, guests of the client, or employees of the client (which includes caterers, florists, photographers and entertainers). If the damage exceeds the deposit, the client will pay the River Discovery Center upon demand for all expenditures.

**The balance and security deposit must be paid before entering the facility on the date reserved. If the remaining balance and security deposit is not paid before the date of the event, the River Discovery Center reserves the right to refuse entry to the client or any hired employee of the client.**

River Discovery Center shall not be responsible for loss, expense, or damage to any personal property or any personal injury which arises out of a client's use of the facility. In such regard, the client shall indemnify, defend, and hold the River Discovery Center harmless from any and all claims and damages (including reasonable attorney's fees and costs) arising from a client's use of the facility or from any activity, work, or thing done, permitted, or suffered by the client, in or about the facility. Client shall further indemnify River Discovery Center for any and all claims and damages (including reasonable attorney's fees and costs) arising from any breach or default in the terms of this rental agreement, or arising from any act of negligence, fault, or omission of client or client's agents, employees, or invitees.

River Discovery Center personnel may be available to the client's, at the client's request, during all functions to ensure all of the client's needs are satisfied. Client shall, however, have the absolute duty to inspect and supervise the facility during the client's event.

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Please Initial

## Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of more than 50 people.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my guests and I may be exposed to or infected by COVID-19 by attending or hosting an event at the RDC and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 during an event held at the RDC may result from the actions, omissions, or negligence of myself and others, including, but not limited to, RDC employees, volunteers, and my guests.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself or guests (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that my guests or I may experience or incur in connection with our attendance at an event held at the RDC ("Claims"). On my behalf, and on behalf of my guests, I hereby release, covenant not to sue, discharge, and hold harmless RDC, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto, and I shall defend and indemnify RDC, its employees, agents, and representatives for any such Claims. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of RDC, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after attending any event at the RDC.

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