



# FOUNDERS ROOM

## Event Rental Agreement



Contact Name \_\_\_\_\_ Company Name/Bride and Groom (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: <input type="checkbox"/> Party <input type="checkbox"/> Meeting	Hours of Event: <input type="checkbox"/> >1 Hour - \$125 (\$100 Non-Profit*)
Begin Time _____	End Time _____	<input type="checkbox"/> Wedding <input type="checkbox"/> Rehearsal Dinner	<input type="checkbox"/> 1-3 Hours - \$350 (\$250 Non-Profit*)
		<input type="checkbox"/> Education <input type="checkbox"/> Other _____	<input type="checkbox"/> 3+ Hours - \$675 (\$550 Non-Profit*)

\*Proof of 501c3 status required

### Included/Not Included

Price includes 1 hour set-up before event and ½ hour clean-up after event. If the space is still occupied after the agreed upon time, \$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 at least 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 section 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: \_\_\_\_\_

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

Other Fees: \_\_\_\_\_

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

Booking Deposit: \_\_\_\_\_  
-\$50

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

Please let us know about any special requirements or requests.

\_\_\_\_\_

\_\_\_\_\_

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

☐ Please check if you are a non-profit.

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