



FACILITY RENTAL AGREEMENT

NAME/ORGANIZATION: _____
ADDRESS: _____
CITY/STATE: _____ ZIP _____
CONTACT PERSON: _____
DAYTIME PHONE: _____ EVENING PHONE: _____
EVENT: _____ DATE: _____ TIME _____ to _____ am/pm
NO. OF GUESTS _____ SITDOWN OR BUFFET _____
COCKTAIL HOUR _____ FOOD SERVED _____ am/pm

All parties shall conclude at 11pm. The director must approve any requests beyond that time and additional fees may apply.

NAME OF NPM APPROVED CATERER _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
CONTACT PERSON: _____ PHONE: _____

WALK THROUGH DATE AND TIME: _____
(FOR BAND, CATERER AND RENTER IF NECESSARY)

SETUP DATE AND TIME: _____
ENTERTAINMENT: (describe in full) _____
PROGRAM TYPE: _____
SPEAKER'S NAME: _____
EQUIPMENT NEEDED: (AT RENTER'S EXPENSE) _____
NAME OF BAND: _____
SETUP LOCATION IN MUSEUM: _____
SETUP TIME: _____ TEAR DOWN TIME _____

PLEASE LIST ANY UNUSUAL DETAILS OR REQUIREMENTS REGARDING YOUR EVENT OF WHICH THE MUSEUM SHOULD BE AWARE. Include a seating arrangement diagram for training sessions or seminars and a list of equipment, props, or tables needed.

NOTE-any activities which the museum deems to be harmful or potentially harmful to the collection shall be prohibited, even at the time of the event. Our main concern is to preserve and protect the collection while permitting you, the general public-our supporters to enjoy its unique atmosphere. Please be courteous when planning your event and keep this in mind. If you have any questions regarding the facility rental please call.



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RULES AND REGULATIONS

IN ORDER TO PRESERVE THE PUBLIC TRUST AND TO INSURE THE SAFETY OF THE COLLECTION THE FOLLOWING RULES AND REGULATIONS MUST BE STRICTLY ENFORCED.

PLEASE-NO SMOKING IN THE MUSEUM (INCLUDING THE RESTROOMS).

ONLY A LICENSED CATERER WITH AN OFF-SITE LIQUOR PERMIT MAY SERVE ALCOHOLIC BEVERAGES.

ALCOHOLIC BEVERAGES MUST BE SERVED ONLY IN THE DESIGNATED AREAS.

ONLY APPROVED AND QUALIFIED CATERERS ARE PERMITTED TO SERVE AT THE MUSEUM.

MAXIMUM CAPACITY FOR SITDOWN DINNERS IS 150, FOR COCKTAIL PARTIES IT IS 200.

PLEASE DO NOT TOUCH THE EXHIBIT, CLIMB OVER THE ROPES OR CASES.

UNDER NO CIRCUMSTANCES SHALL ANYONE ENTER THE EXHIBIT CARS.

NO MUSEUM DISPLAYS SHALL BE MOVED OR CHANGED.

RESPONSIBLE PARTY MUST BE ONSITE THROUGHOUT THE EVENT.

RENTAL AGREEMENTS ARE MADE ON A FIRST COME, FIRST SERVE BASIS AND ARE ONLY SECURED BY PAYMENT OF DEPOSIT.

THE 50% DEPOSIT IS NON REFUNDABLE.

THE MUSEUM RETAINS THE RIGHT TO DISAPPROVE RENTAL APPLICATIONS.

FACILITY FEE \$250.00 DEPOSIT (NON REFUNDABLE) _____ **DATE:** _____

SIGNATURE _____ **DATE:** _____

FOR THE MUSEUM _____ **DATE:** _____