

Event Space Rental Agreement and Contract

This agreement is made this _____ day of _____, 20____ by and between The Old Post Office Museum and Art Center (herein referred to as "OPOMAC") and _____ (herein after referred to as "Client").



PLEASE CHOOSE THE TIME OF YOUR EVENT (INCLUDES SET UP/CLEAN UP TIME):

_____ Half Day – 1-6 hour block _____ Non-Member \$500 _____ Member \$425
_____ Full Day – 7-12 hour block _____ Non-Member \$800 _____ Member \$700

EVENT INFORMATION:

Event/Purpose: _____
Event Date: _____ # of Guests: _____
Event Start/End: _____/_____ Decorating/Cleanup: _____/_____
Notes/Requests: _____
Client/Contact Name: _____
Address: _____
City, State, Zip: _____
Cell Phone: _____ Email: _____

INCLUDED IN RENTAL (OPOMAC WILL SET UP PRIOR TO THE EVENT)

We have 6 - 5' round tables, 12 - 6' rectangular tables, and 4 bar top round tables available

Tables/chairs (6-8 per table): # Round needed _____ # Oblong needed _____

Table Linens Color: (Guest) _____ (Serving) _____

CLIENT RESPONSIBILITY:

- Test PA/Audio visuals prior to the event
- No scattered glitter or sequined table decor
- Monitor children around art work
- Tear down/store chairs & tables
- Take out all trashes--restroom, kitchen & gallery
- Sweep facility

We have seating for 65 – If more seating is needed, it is the client's responsibility to rent and have delivered before the event.

For inside/outside events you will have the option of renting one or both of our large white canvas tents. Prices include set-up and take down of tent. 20' x 20' - \$300 20' x 40' - \$500

Acknowledged, Agreed and Authorized by Primary Contact/Client: _____

Acknowledged, Agreed by OPOMAC Staff: _____

Date: _____

PAYMENT INFO:

Last 4 of Card: _____ Check No: _____ Cash: _____ Amount: \$ _____ Rec'd by: _____

Notes: _____

CONDITIONS & RESPONSIBILITIES OF CLIENT

1. PAYMENTS - A signed contract and \$100 deposit must be received to reserve your date and time. The balance of your space rental fee is due the day of your event. All payments due shall be made using cash, credit, or check. Personal checks should be made payable to "OPOMAC". Any repairs to damages incurred during event will be charged to the credit card on file. An invoice with detailed descriptions of damage will be sent to Client prior to charges. A CREDIT CARD AUTHORIZATION FORM is located on the last page of this contract.

2. CANCELLATIONS - All cancellations must be made in writing and delivered to the Director at least 14 days prior to the event date. If less than 14-day notice, the initial deposit will be forfeited by the Client.

3. CATERING – We highly recommend that a caterer from our OPOMAC Approved Caterers list be used for your event. Our recommended caterers have experience working at the OPOMAC and are familiar with our regulations, policies, and procedures. Use of caterers not on our recommended list must be approved by the Director before final permission can be given.

Insurance/credit card – All caterers working at the OPOMAC are required to have a valid Certificate of Insurance and a credit card on file with us.

Kitchen policy – The OPOMAC kitchen is production space and is to be used for final food presentation, plating, and bussing only. The kitchen production space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event.

Caterers must remove all trash. All trash must be collected, properly bagged, and removed by the caterer. Failure to remove or clean will result in additional fees to client and will be charged to the client's credit card on file.

4. NON-CATERED EVENTS – If a caterer is not used, all clean-up and trash disposal is the responsibility of the Client.

Kitchen policy – The OPOMAC kitchen is production space and is to be used for final food presentation, plating, and bussing only. The kitchen production space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event.

Client must remove all trash. All trash must be collected, properly bagged, and removed by the Client. Failure to remove or clean will result in additional fees to Client and will be charged to the Client's credit card on file.

5. ALCOHOL – No alcohol is allowed on the premise unless catered and approved by OPOMAC before the event. No alcohol may be sold on the property. No drunk or disorderly conduct will be tolerated and such person(s) will be removed from the property.

5. SITE DECORATION – The OPOMAC wants to make every event here is a special and welcome experience. Therefore, every effort will be made to allow the client to prepare decorations reflecting their creative requirements.

We ask that only the staff of OPOMAC rearrange and move any furnishings, including, but not limited to, artwork, lamps, tables, antiques, or seating. No nails, screws, staples or penetrating items are to be used on our walls or floors. NO glitter or confetti is allowed on site. Only low tack tape is allowed on our floors and walls.

The Client shall be responsible for any and all damage to the OPOMAC and to the Museum's personal property therein, or to the property of any third person which is on loan to the OPOMAC, caused by the acts of the Client or Client's agents, servants, employees, patrons, licensees, invites or guests, whether accidental or otherwise. Any damage will be charged after your event.

The Client further agrees to leave the premises in the same condition as existed on the date prior to the event which includes but is not limited to the removal of all trash generated by the event, removal of all furniture and equipment not belonging to the OPOMAC, beverages, food, utensils, etc. Failure to comply with scheduled cleanup will result in a cleaning charge of \$25.00 per hour.

6. CONDUCT – There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Client and guests shall use the premises in a considerate manner at all times.

Initials: _____ **Date:** _____

CREDIT CARD PAYMENT AUTHORIZATION FORM

The OPOMAC requires a credit card to be on file during the entirety of your event.

Please complete and sign this form to authorize The Old Post Office Museum and Art Center to make a debit(s) to your credit card listed below.

By signing this form, you give The Old Post Office Museum and Art Center permission to debit your account as indicated below.

This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize The Old Post Office Museum and Art Center to immediately charge my credit account a date-hold deposit of **\$100**. This payment is for my event on _____.

If you would like to use an alternative method of payment (check, cash, or debit) for the space rental please check here _____.

Please note that if you choose to use an alternative form of payment, payment timeframe remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.

Billing Address _____

City, State, Zip _____

Email _____

Billing Phone _____

____ *Visa* ____ *Mastercard* ____ *Discover* ____ *AMEX*

Cardholder Name _____

Account Number _____

Exp. Date _____ *CVV2 Number* _____

Signature _____ **Date** _____

I authorize The Old Post Office Museum and Art Center to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.