Dear Lessee,

We appreciate your interest in renting the Great Hall at the Marysville Historical Society Museum.

Upon receipt of completed forms and the required deposit, a confirmation letter and a copy of all completed forms will be sent to you. Your reservation for the Great Hall is not confirmed until all is completed.

Please note the insurance and banquet permit requirements in the enclosed documents which will be required to be always visible during your event.

If paying by check, please make your check payable to **MARYSVILLE HISTORICAL SOCIETY** and submit to:

Marysville Historical Society
Great Hall Rental
PO Box 41
Marysville, WA 98270

If you have any questions or concerns, please call 360-659-3090 or e-mail rentals@marysvillehistory.org.

We hope you enjoy the use of our facility.

VENUE INFORMATION

LOCATION

Marysville Historical Museum is located at 6805 Armar Road, Marysville, WA (51st Street)

Directions: I-5 North or South
Exit 199 - 4TH Street Exit
East on 4th Street to 47th Ave NE,
North or left on 47th.
Road does a slight turn to the right and becomes ARMAR Road (51st Street)

The museum is ¾ of a mile down the road on the right-hand side.

OCCUPANCY 156

PARKING – 2 handicaps
38 Standard
Additional parking is available at Jennings Park, North of the museum.

RENTAL RATES

Hours Available: 9:00 am – 10:00 pm

Down payment of $250.00 required at time of booking via in person or online.

HOURLY RATES – **4 hours minimum.**

Monday – Thursday & Sunday Not available on Sunday until after 1:00 pm $100 per hour

Friday- Saturday & Holidays
$150 per hour

ALL DAY RATES

Monday – Thursday & Sunday - *available 9:00 am – 10:00 pm. If you need hours not within the allotted time, please contact museum for arraignments.*
Not available on *Sundays until after 1:00 pm*
$750 per day

Friday – Saturday & Holidays - $1500 per day

Hold The Date & Deposit- $250.00.

ADDITIONAL CHARGES

In addition to other charges and costs provided herein, the renter shall pay additional charges at the time of request if needing Marysville Historical Society to perform the following services:

- Setup/knockdown of tables and chairs $150.00
- Cleanup charges $250.00
- Audio/Visual $100.00 *if any damage is done to audio/visual equipment, deposit will not be refunded and renter agrees to pay full repair costs or replacement, whichever is determined by Marysville Historical Society*
- Black or Beige tablecloths $10.00 each
- The use of coffee & tea station *equipment and station only* $25.00
- Stage/dance floor (size) $300.00

CANCELLATION POLICY

All WRITTEN cancellations must be received before seven (7) calendar days before the event date. If cancellation is made within the seven (7) days, the lessee will forfeit the deposit.

OVERTIME FEE

If the event begins or extends beyond the agreed time, the hourly rate will double, and you will be charged for full hours only. To avoid additional charges, we recommend that you allow 45 – 60 minutes for setup, plus an additional 45-60 minutes for breakdown and clean-up time.

MARYSVILLE HISTORICAL SOCIETY

Event Information

Event Name: _____ Date: _____

Expected Attendance _____ Vendors _____

Time In: _____ (AM) (PM) Time Out: _____ (AM) (PM)

Organization Name: _____Contact Person: _____

On-Site Contact: _____

Event Organizer mailing address: _____

Event Organizer contact phone number: _____

Please check "Yes" or "No" for each of the following.

Will you be serving food or beverages? ( ) Yes ( ) No

Will you be using the kitchen facilities for catering or prep? ( ) Yes ( ) No

Will there be Amplified Music? ( ) Yes ( ) No

Are you renting equipment for another Company? ( ) Yes ( ) No

Are you charging admission? ( ) Yes ( ) No

Will you be serving Alcohol? ( ) Yes ( ) No

If "yes," insurance and a WA ST Alcohol permit are required

Are you hiring a Third-Party Vendor/Caterer? ( ) Yes ( ) No

Please initial:

_____ I am aware that to serve any alcohol at rental events, I must have a Washington State Banquet Permit or special Occasion License and have it prominently displayed in rental facility full time of event.

Failure to fully disclose all information or providing false information will result in the full forfeiture of all fees and cancellation of the event.

Rental Policy Statement:

_____ The terms and conditions of this Facility Use Agreement and the rental fees have been set to protect and maintain the facility.

Reservations:

_____ Rentals are offered on a first-come, first-served basis with a maximum of one (1) year in advance. Reservations are only accepted with a down payment at the time of reservation. Rentals must be made in an adequate amount of time before the date of use, a minimum of 20 days and 30 days if alcohol is to be served. If less than 30 days, please contact the Historical Society. Maximum person capacity - 150

Cancellations:

_____ The person(s) or entity executing this Facility Use Agreement may cancel the rental by providing written notice to Marysville Historical Society. All WRITTEN cancellations must be received within thirty (30) calendar days before the Event date. Renter(s) are responsible for payment in FULL if the event is cancelled within 30 days or less of the event setup date.

Rental Time:

_____ The time frame of the rental includes the time of the event AND the additional time needed for set up and clean up including set up and take down of tables and chairs.

Check in / Check out:

_____ The User must check in with Marysville Historical Society staff member upon arrival & check out with the Marysville Historical Society staff member at the conclusion of the event and must perform a walk-through. The user is responsible for returning the facility to its pre-event condition, including removal of all items brought in. A Marysville Historical Society designee will be present to allow access to the facility and will remain at the facility during the event and to close the facility.

Decorations:

_____ Decorations, pictures, signs, notices, posters, displays, or exhibits of any type may NOT be attached, stapled, nailed, or taped to the exterior surface walls. With regards to interior surface walls, decorations must be approved by the Marysville Historical Society and should be free-standing without attachments to walls, ceilings, or floors. **The use of confetti, rice, fog machines, bubbles, sparkles/glitter included in balloons, or party favors (confetti-like items) in or around the facility is prohibited. Open flame candles are prohibited.** Any evidence of prohibited decorations or methods of attachments to surface walls without approval forfeits all damage deposits. Marysville Historical Society will not remove museum displays.

Renter is responsible for setting up any tables and chairs required for your event, unless otherwise agreed upon by the museum. All requests for tables and chairs must be made at the time of booking the event date. Tables and chairs are subject to availability. No items, such as tables and chairs, may be placed on the hardwood floors without consent from the Museum. All items placed on the hardwood floors must have appropriate anti-skid protection padding. Any damage done to the floors will result in additional fees.

Food Service

_____ Any Food service should be provided by a properly insured, licensed, and certified caterer, w/ and additional copy for the Marysville Historical Society. If a group or individual(s) provides food within the Marysville Historical. Society facility, they assume all responsibility for the preparation, serving, consumption, and cleaning. Marysville Historical Society will not be held liable for any food issues that may arise. Any chafing fuel cans used must be removed from Museum property and NOT put in the onsite dumpster or garbage containers.

Entertainment:

_____ All entertainment involving acoustic or amplified music outside of the building requires permission from the Marysville Historical Society. If music is played outside, the Marysville Historical Society is not responsible for any complaints received from neighbors or others, or any actions that may involve local law enforcement. Indoor presentations cannot include any fog machines or smoke-generating devices. Marysville Historical Society is not responsible for any circumstances that occur due to excessive amperage loads placed on the system. Any PA system or DJ system must be of normal amperage loads of 15 amps or less per circuit.

Cleaning:

_____ Removal of decorations, surface cleaning (includes floors), and garbage removal from the building is the responsibility of the User and must be done immediately at the conclusion of the event. Clean up must be incorporated within the rental time frame. Any additional cleanup costs borne by the User will be charged accordingly.

Liability:

_____ The User assumes full financial responsibility of all damages (beyond normal wear and tear) that occur during or because of the use of the facility. This includes, but is not limited to, all breakage or damage done to furniture, displays, antiques, appliances, kitchen equipment, the buildings, outside property, or utilities. Any damage to the facility or necessary cleanup forfeits the damage deposit and may incur additional charges. The User and or guest of the user understands that Marysville Historical Society shall not be responsible for accidents, injury, or loss of personal property in the facility or outside property. Children will need supervision at all times.

General Prohibitions:

The following are not allowed:

1. _____ Hard Alcohol (Wine & Beer ONLY) is not allowed in the facility without the written consent of the Marysville Historical Society and compliance with the terms below. Even if alcohol is permitted, NO open containers or consumption may occur outside the facility. Renter must provide event insurance and follow all WA ST Permit Requirements. Available at *lcb.wa.gov*
2. _____ The facility may not be used for any lewd conduct, gambling, or illegal activity. The User shall comply with all state laws, city ordinances, including collection and remittance of admission tax, and rules of the Marysville Historical Society applicable to the use of the facility.

Indemnity:

_____ The User including guest of the user, shall defend indemnify and hold harmless the Marysville Historical Society, it officials, officers, employees, agents and volunteers from and against any claims, suits, actions, or liabilities, including attorney fees, for injury or death of any person or for loss or damage to property which arises out of the use of the facility or from any activity, work or thing done, permitted, or suffered by User in or about the facility, except for injuries and damages caused by the sole negligence of the Marysville Historical Society.

Alcohol:

If Marysville Historical Society consents to alcohol (Wine & Beer ONLY) being served in the facility, the User must comply with the following:

1. **_____ Appropriate License** – The event must secure a Banquet Permit or Special Occasion License (as appropriate for the event) from the Washington State Liquor and Cannabis: https://portal.lcb.wa.gov/LCB/s/apply-for-a-permit.
   Renter must display a copy prominently in the building on the date of the event. The User is solely responsible for strictly complying with all requirements of such permits and all Federal, State, and local laws, rules, regulations, health codes, and ordinances applicable to the service of alcohol at the facility. **Alcohol is to be consumed inside the building ONLY. No alcohol is to be consumed outside of the building.** The User is solely responsible for ensuring that only persons who are of legal age are permitted to consume alcohol at the facility. Only Beer, Wine, Cider, and/or Champagne are allowed. Absolutely NO hard alcohol is allowed. The Marysville Historical Society is not responsible for the supervision or monitoring of the activity taking place at the facility, and any
   A Marysville Historical Society member on site is solely present as a facility monitor. However, IF a Marysville Historical Society Member observes any of the conditions of this Facility Use Agreement or State Liquor laws or regulations being violated, they have the authority to immediately shut the event down.

I, _____ the undersigned User, have read and understand this Facility Use Agreement and accept responsibility for the terms listed. For and in consideration of, permission being granted by the Marysville Historical Society for the use of the facility, I agree to be bound by all terms and to always comply with all applicable rules, regulations, and directions or instructions of the Marysville Historical Society. I understand that the Marysville Historical Society Member present has the right to immediately terminate the event if he/she determines that a situation is unsafe or presents a risk of harm to the facility. It is also understood that as the signer of this contract, I will be on site from the start “Time In” of the event to the finish “Time Out”. Further, if I sign on behalf of an entity, I affirm that I am authorized to bind that entity. This is only permission to use the Marysville Historical Society Museum facility. It in no way replaces any permit required by any other organization or agency.

The Marysville Historical Society will not discriminate against any person (s) on the grounds based on race, color, national origin, religion, sex, or sexual orientation, or any other protected class under federal, state, or local law. Persons having questions or wishing to file a complaint regarding this policy may contact the Marysville Historical Society. Persons requiring a reasonable accommodation for a disability may contact the Marysville Historical Society. For more information, please contact 360-659-3090.

MARYSVILLE HISTORICAL SOCIETY
Damage and Cleaning Agreement

_____ All agreed upon cleaning must be completed by check out time, or a cleaning fee will be assessed and applied toward the damage deposit.

_____ Appliances, including but not limited to microwave, oven/range, and refrigerator, must be cleaned at the conclusion of the event.

_____ Damages to any fixtures, including but not limited to displays, antiques, lighting, sinks, toilets, mirrors, faucets, etc., will result in the assessment of the cost of parts and labor for replacement and will be applied toward the damage deposit

_____ All decorations must be approved by the Marysville Historical Society 72 hours before the event. Decorations, pictures, signs, notices, posters, displays, or exhibits of any type may NOT be attached, stapled, nailed, or taped to the exterior surface walls. With regards to interior surface walls, decorations should be free-standing without attachments to walls, ceilings, or floors.

_____ I have read and understand the above and agree to leave the facility in the same clean and serviceable condition that it was in upon my check-in. I understand that I may forfeit some or all of my damage deposit. I will inspect the facility and outdoor space upon check out, and that condition must be approved by Marysville Historical Society per the cleaning walk-through checklist.

Name: _____ Date_____ User Signature

Marysville Historical Society
PO Box 41
6805 Armar Road
Marysville, WA 98270
360-659-3090 rentals@marysvillehistory.org

Rental Rates			**NUMBER OF HOURS**	**TOTAL**
Sunday – Thursday (not available until after 1:00 Sunday)	$100 Hourly	$750 All Day		
Friday, Saturday & Holidays	$150 Hourly	$1500 All Day		
Additional Fee				
Damage Fee	$200			
Use of Linen Tablecloths (Black or Beige)	$10 ea.			
If MHS does set up/tear down tables & chairs	$150			
If MHS does clean-up	$250			
Audio/Visual	$100			
Coffee and/or Tea	$ 25			
Any Refunds will be made within 15 days.				
Hold the Date & Deposit – Non-Refundable	$250			
SUB-TOTAL				
Deposit				
Date paid:				
Balance Due				
TOTAL				

Signature of Renter	Printed Name	Date
Signature of MHS Representative	Printed Name	Date