



Marysville Historical Society

6805 Armar Road

PO Box 41

Marysville WA 98270

360-333-8189 Rentals

360-659-3090 Museum

info@MarysvilleHistory.org

www.MarysvilleHistory.org

Dear Lessee,

This letter acknowledges your desire to rent the Great Hall at the Marysville Historical Society Museum. Enclosed you will find a copy of each of the following:

- Rental Application
- Fee Schedule
- Event Information Sheet
- Facility General Use and Guidelines
- Damage and Cleaning Agreement
- Cleaning Walk-Through Checklist
- Third Party Vendor Information
- Facility Use Agreement

Please complete all of the enclosed forms and return them along with your check for the appropriate fees. A **\$250.00** refundable damage deposit & reservation fee must be submitted prior to time of rental. Upon receipt of completed forms and the required deposits, 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 then. The \$250.00 damage & reservation check will be applied to rental fee.

Please notice the insurance and banquet permit requirements in the enclosed documents. If they are required for your event, they must be submitted at least 2 weeks prior to the reservation date by mail or email.

Please make your check payable to **Marysville Historical Society** and submit to:

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

We hope you enjoy the use of our facility and please feel free to call rentals 360-333-8189 if you have any questions.



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Marysville Historical Society Event Information

Event Name _____ Date _____

Expected Attendance _____ (including vendors)

Time In _____ Time Out _____

Organization _____

Contact Person _____ Phone _____

On-Site Contact _____ Phone _____

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 for cooking? Yes No
- Will you be using the kitchen for prep only? Yes No
- Will there be amplified music? Yes No
- Are you renting equipment from another company? Yes No
- Are you charging admission? Yes No
- Is your event open to the public? Yes No (If yes, alcohol is prohibited)
- Will you be serving alcohol? Yes No (If yes, Insurance/Permit required)
- Are you hiring a third party vendor? Yes No (Submit Third Party Vendor Info form)
- Are you a bona fide 501c3 non-profit? Yes No (Spec. Occ. Lic. required to sell alcohol)

Initial:

_____ I am aware that to serve alcohol at rental events I must have a Washington State Banquet Permit or Special Occasion License and have it prominently displayed in the rental facility.

_____ I am aware that I will be required to obtain special event insurance at least 15 days prior to the event, if serving alcohol at the rental facility.

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

Signature _____ Date _____



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Rates

Hourly Rental Fees

Monday-Friday and Sunday

- \$100 Per Hour (between the hours of 8am and 10pm)

Saturday and Holidays

- \$150 Per Hour (between the hours of 8am and 10pm)

All Day Rental Fees

Monday-Thursday

\$500 All Day 8am-10pm

Friday and Sunday

\$1,000 All Day 8am-10pm

Saturday & Holidays

\$1,500 All Day 8am-10pm

Damage & Reservation Deposit due upon booking

\$250.00 Monday-Sunday will be applied to amount due at the end of the event.

Damage & Reservation Deposit due **30 days prior** to event via check, refundable if event

canceled. Minimum \$250.00 per Rental. (May be reduced or waived at MHS designee's discretion)

Cancellation Policy

- If your rental is canceled **30 days or more** prior to the event date, your rental payments and \$250.00 damage deposits & reservation fee will be returned.

Overtime Fees

\$100, plus \$100 per hour for each hour of occupancy past scheduled rental period

Typically, reservations are available up to 12 months in advance

**Ask about our 501c3 Non-profit and Historical Society Member discounts



Event Name _____
Description _____
Requested Date _____
Time In Requested _____
Time Out Requested _____

Rental Application

Today's Date _____

Name/Company/Organization _____

Main Contact Person _____

Phone Number _____ Email _____

Address _____ City _____ State _____

Office Use Only

Fees Due

FEES PAID

Rental Fee \$ _____
Due 30 days prior
May be partially refundable

\$ _____ Date _____ Check # _____

Damage & Reservation Deposit \$ 250.00
Due when booking event

\$ _____ Date _____ Check # _____
Returned? Yes No Refundable if
If not returned, attached support/photos

Overtime Fees \$ _____

\$ _____ Date _____ Check # _____
Time left facility _____ Hours Over _____

TOTAL FEES \$ _____

IS BANQUET PERMIT NEEDED ? Yes No

Date Received _____

If Yes, note date received and attach to rental documentation

IS EVENT INSURANCE NEEDED? Yes No

Date Received _____



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Facility Use Agreement

Rental Policy Statement:

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

Reservations:

Rentals are offered on a first come first serve basis with a maximum of one-year advanced reservations. Reservations are only accepted with a down payment of \$250.00 at the time of reservation. Rentals must be made an adequate amount of time prior to the date of use, generally at least 14 days and more if alcohol will be served. For rentals that are made less than 30 days prior to the date of use.

Cancellations:

The person or entity executing this Facility Use Agreement (the "User") may cancel the rental by providing written notice to MHS. If your rental is canceled **30 days or more** prior to the event date, your rental payments and damage deposits will be returned.

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 out with MHS staff member at the conclusion of use and must perform a walkthrough once cleaning is substantially completed to identify any necessary additional cleaning or damage to the facility. See "Cleaning Walk-Through Checklist". The User is responsible for returning the facility to its pre-event condition (excepting normal wear and tear), including removal of all items that were brought in. A MHS designee will be present to allow access to 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 surfaces of the building or interior surfaces other than the interior walls. With regards to interior walls, only approved mounting putty or painters tape may be used to attach decorations, pictures, signs, notices, posters, displays, or exhibits. The use of any form of confetti, rice, or party favors (or confetti-like items) in or around the facility is strictly prohibited. Any evidence of prohibited decorations or prohibited methods of attachment forfeits all damage deposits and MHS may immediately terminate the use.

Third Party Vendors:

If utilizing third party vendors, please fill out and return the Third-Party Vendor form at least 7 days prior to the event or at the time of the walk-thru. MHS reserves the right to reject third party vendors.

Food Service:

Any food service should be provided by a properly insured, licensed, and certified caterer. If a group or individual(s) provide food within the MHS facility, they assume all responsibility for the preparation, serving, and consumption of the same and shall hold MHS harmless from any liability arising there from.

Entertainment:

All entertainment involving acoustic or amplified music outside of the buildings requires permission from the MHS BOT, or designee. Indoor presentations cannot include any fog machines or smoke generating devices as they may affect fire alarm systems. MHS is not responsible for any circumstances that occur due to excessive amperage loads placed on the system. Please be advised that any PA systems or DJ systems must be of normal amperage loads of 15 amps or less per circuit.



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Cleaning:

Removal of decorations and surface cleaning is the responsibility of the User and must be done immediately at the conclusion of use. Clean up must be incorporated within the rental time frame and any additional clean-up costs are borne by the User.

Liability:

The User assumes full financial responsibility for all damages (beyond normal wear and tear) that occur during or as a result of the use of the facility. This includes, specifically, all breakage or damage done to furniture, displays, antiques, appliances, kitchen equipment, the buildings, or utilities. Any damage to the facility or necessary clean-up forfeits the damage deposit, and may incur additional charges. The User understands that MHS shall not be responsible for accidents, injury, or loss of personal property.

Refundable Damage Deposit:

A refundable damage deposit is required 30 days before the date of use, or immediately if the date of use is within 30 days, in a separate check, in the following amounts:

Rental without Alcohol \$250.00 Rental with Alcohol \$500.00

Return of Damage Deposit:

The damage deposit is intended to guarantee that the renter will abide by the terms of the Facility Use Agreement. The damage deposit may be withheld, partially or in full, for being over capacity, failing to comply with applicable rules or laws, damage to the facility, or inadequate cleaning. Any portion of the damage deposit to be returned will be returned to the User (regardless of who made payments for the rental) as soon as possible, usually within 15 business days.

General Prohibitions:

The following are not allowed:

- Alcohol is not allowed in the facility without the written consent of the MHS BOT or designee and compliance with the terms provided below. Even if alcohol is permitted, no open containers or consumption may occur outside of the facility.
- 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 admissions tax), and rules of the MHS BOT or designee applicable to the use of the facility.

Indemnity:

The User shall defend, indemnify, and hold harmless the MHS, its officials, officers, employees, agents, and volunteers from and against any and all 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 the User in or about the facility, except for injuries and damages caused by the sole negligence of the MHS.

_____(initial)

Alcohol:

If the Director or designee consents to alcohol 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 Board (<https://lcb.wa.gov>) at least 15 business days prior to the date of use. It must provide a copy to MHS and also 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. The User is solely responsible for ensuring that only persons who are of legal age are permitted to consume alcohol at the facility. The Marysville Historical Society is not responsible for the supervision or monitoring of the activity taking place at the facility and any MHS BOT member or designee on site is solely present as a facility monitor. However, if a MHS BOT member or designee observes any of the conditions of this Facility Use Agreement or state liquor laws or regulations being violated, MHS BOT member or



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I, the undersigned User, have read and understand this Facility Use Agreement and have accepted responsibility for the terms listed. For, and in consideration of, permission being granted by the Marysville Historical Society for the use by the facility, I agree to be bound by all terms and to comply at all times with all applicable rules, regulations, and directions or instructions of MHS BOT or designee. I understand that the MHS BOT or designee present has the right to immediately terminate the event if he or she determines that a situation is unsafe or presents a risk of harm to the facility. 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 Museum facility. It in no way replaces any permit required by any other organization or agency. IN WITNESS, THEREOF, the undersigned has hereunto subscribed its name.

Print _____

Sign _____ Date: _____

The Marysville Historical Society shall not discriminate in the use of Marysville Museum facilities or programs on the basis of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age, handicap, honorably discharged veteran or military status, status as a mother breastfeeding her child, or the use of a trained guide dog or service animal by a person with a disability. In addition, neither the MHS nor a third party receiving a lease or permit from the MHS shall discriminate on the basis of sex in the operation, conduct, or administration of community athletic programs. Persons having questions or wishing to file a complaint regarding this policy may contact MHS. Persons requiring a reasonable accommodation for a disability may contact the MHS BOT or designee. For more information, please contact rentals 360-333-8189 or 360-659-3090

User Initials _____ Date _____

MHS Designee:

Print _____

Sign _____ Date _____



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Cleaning Walk-Through Checklist

Pre and Post Rental

Refund of Damage Deposit requires that this checklist be completed and found acceptable post-rental to the designated Marysville Historical Society designee. Cleaning supplies will be provided.

Pre Post

Lobby and Great Hall:

- _____ Vacuum all floors. Clean any spots from spilled liquids.
- _____ Remove all decorations. Clean tables and chairs if they were used.
- _____ Place tables and chairs back where they were found, or as otherwise instructed.

Kitchen:

- _____ Clean stovetop, oven, coffee makers, and microwave.
- _____ Empty refrigerator of all food and drinks brought in. Clean up all crumbs and spills.
- _____ Wash and dry all dishes and utensils. Replace them as found.
- _____ Clean sinks, counter tops, and backsplash.
- _____ Sweep.

Restrooms:

- _____ Remove all trash, replace liners.
- _____ Ensure toilets and sinks are clean and in 'as found' condition.
- _____ Sweep.

General:

- _____ Bag all trash from kitchen, restrooms, hall and lobby. Replace liners. Place trash in bin to the south of the building. If there is too much trash for the bin, you MUST take the rest with you. Assure lids of trash bin are closed to keep animals out.
- _____ Clean up all grounds around the building and parking lot.

Comments _____

Cleaning Walk-Through accepted by(MHS) _____ Date _____

Cleaning Walk-Through accepted by(User) _____ Date _____



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Marysville Historical Society Damage and Cleaning Agreement

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

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

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

The following items will result in a minimum charge, as stated, up to forfeiture of entire damage deposit:

- | | |
|--|---|
| ·Leaving appliances dirty | \$50 |
| ·Damaging chairs | \$100 per chair |
| ·Damaging tables | \$400 per table |
| ·Exterior wall paint & damage repairs | \$150 |
| ·Damaged Appliances | Entire cost, delivery, and installation of new appliance |
| ·Interior walls | \$50 (incl. pushpin & nail holes, tape marks, & paint damage) |
| ·Items left in refrigerator or freezer | \$50 for removal of items and cleaning of refrigerator |
| ·Exterior garbage, including debris on adjacent sidewalks and fenced in area | \$25 |

·Cleanup and removal of all trash and debris from the facility at the conclusion of the event is the responsibility of the user.

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 if it is not. I will inspect the building and adjacent outdoor space upon checkout and the condition must be approved by an MHS designee per the Cleaning Walk-Through Checklist.

Name _____ Date _____