



Dear Lessee

Thank you for your interest in renting the Great Hall at the Marysville Historical Society Museum. Enclosed you will find:

- Rental Application
- Fee Schedule
- Event Information Sheet
- Facility General Use and Guidelines
- Damage & Cleaning Agreement
- Cleaning Check list
- Facility Use Agreement

Please complete all of the enclosed forms and return them along with your check or credit card for the appropriate fees. A \$500 Reservation, Damage & Cleaning fee must be submitted along with application. Upon receipt of completed forms and 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. If they are required for your event, they must be submitted 30 days prior to 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

If you have any questions or concerns, please call 360-333-8189. We hope you enjoy the use of our facility.



RENTAL RATES

Hours Available: 9:00 am – 10:00 pm

If other hours are needed there will be an additional fee.

HOURLY RATES - Due 30 days prior to rental – 4 hour minimum

Monday – Thursday

\$100 per hour

Friday- Sunday & Holidays

\$150 per hour

ALL DAY RATES – Due 30 days prior to rental

Monday – Thursday & Sunday(12pm-10pm)

\$750 per day

Friday, Saturday & Holidays

\$1500 per day

RESERVATION/DAMAGE/CLEANING - deposit due upon booking

\$ 500

If any damage is done to property or displays belonging to Marysville Historical Society or facility is not cleaned deposit will not be refunded. Deposit will be refunded 15 days after event is held.

AUDIO/VISUAL USAGE

\$50

If any damage is done to audio / visual equipment deposit will not be refunded and renter agree to pay full repair cost or replacement, whichever is determined by Marysville Historical Society

CANCELLATION POLICY

If rental is canceled 30 days prior to event, deposit will be refunded in full. If canceled less than 30 days ½ deposit will be refunded.

OVERTIME FEE

If Function goes past agreed rental time \$150 hourly fee will be applied

Reservations may be booked up to 12 months in advance.



RENTAL APPLICATION

DATE: _____
NAME/COMPANY/ORGANIZATION _____
CONTACT PERSON _____
CONTACT NUMBER _____ EMAIL _____
MAILING ADDRESS _____

OFFICE USE ONLY

Fees Due	Fees Paid
Rental Fee \$ _____	Paid _____ Date _____
	Check # / Credit Card _____
Reservation/ Damage / Cleaning Deposit \$500	Paid _____ Date _____
	Check # / Credit Card _____
	Refunded () Yes () No Date _____
Overtime \$150 per hour	Time/Hours Over _____
	Paid _____ Date _____
	Check # / Credit Card _____
	TOTAL \$ _____
Banquet Permit () Yes () No	Received _____ <i>Copy Attached</i>
Insurance () Yes () No	Received _____ <i>Copy Attached</i>

Marysville Historical Society accepts checks or credit cards. Credit card payment will incur a 2% processing fee.



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: _____

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 cooking 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 WA ST Alcohol permit required

Are you hiring a ThirdParty Vendor/Caterer? Yes No

If Third Party vendor/caterer needs to come in earlier/ stay later than rental time requested, there will be an additional hourly fee of \$150 per hour. Marysville Historical Society must be informed 30 days prior to event.

Please 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 rental facility full time of event.

_____ I am aware that I will be required to obtain special event insurance at least 15 days prior to 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 event

Signature _____ Date: _____



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:

Rental are offered on a first come, first serve basis with a maximum if one (1) year in advance. Reservations are only accepted with a down payment of \$500 at time of reservation. Rentals must be made in an adequate amount of time prior to the date of use, a minimum of 14 days and 30 days if alcohol is to be served.

Cancellations:

The person(s) or entity executing this Facility Use Agreement may cancel the rental by providing written notice to Marysville Historical Society. If your rental is canceled **30 days or more** prior to the event date, your rental payments and deposits will be returned in full. If canceled less than 30 days, 50% will be refunded.

Cancellation Due to Corona Virus Pandemic:

The parties recognize that this contract is being entered into during the COVID-19 pandemic. Accordingly, the parties agree that this contract may be cancelled or proceed under a modified date by either party with seven (7) days notice, but only if the status of the pandemic and government guidelines change significantly from the status at the time of booking as determined by the Marysville Historical Society. In making this decision, the Marysville Historical Society will take into consideration County, State & Federal government restrictions and recommendations for event gatherings and related distancing for safety protocol measures.

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 the Marysville Historical Society staff member at the conclusion of use and must preform a walk though. The user is responsible for returning 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 facility during event and to close facility.

Decorations:

Decorations, picture, 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 Marysville Historical Society and should be free standing without attachments to walls, ceilings or floors. The use of confetti, rice or party favors (confetti like items) in or around the facility is prohibited. Any evidence of prohibited decorations or methods of attachments to surface walls without approval forfeits all damage deposits.

Food Service:

Any Food service should be provided by properly insured, licensed and certified caterer. If a group or individual(s) provide 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.

Entertainment:

All entertainment involving acoustic or amplified music outside of the building requires permission from the Marysville Historical Society. If music is played outside, Marysville Historical Society is not responsible for any complaints received from neighbor 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 to 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 and surface cleaning is the responsibility of the User and must be done immediately at conclusion of event. Clean up must be incorporated within the rental time frame. Any additional clean-up costs borne by User will be charged accordingly. A \$250 cleaning deposit will be taken at time of booking. Deposit will be refunded within 15 business days if cleaning is acceptable.

Liability:

The User assumes full financial responsibility of 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 damage deposit and may incur additional charges. The User understand that Marysville Historical Society shall not be responsible for accidents, injury or loss of personal property in the facility or outside property.

Refundable Damage Deposit:

A refundable damage deposit is required 30 days prior date of use or immediately if date of use is less than 30 days in a separate check in the following amounts: Rental without Alcohol \$500 – Rental with alcohol \$750.

Return of Damage Deposit:

The damage deposit is intended to guarantee that the User 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 refunded to the User (regardless of who made the payments for the rental) within 15 business days. If damage repair or replacement is more than deposit, User will be responsible for additional cost.

General Prohibitions:

The following are not allowed:

1. Alcohol is not allowed in the facility without 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.
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 shall defend indemnify and hold harmless the Marysville Historical Society, it 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 User in or about the facility, except for injuries and damages caused by the sole negligence of the Marysville Historical Society.

_____ initial _____ date

Alcohol:

If Marysville Historical Society consents to alcohol being served in the facility, the User must comply to 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 at least 15 business days prior to the date of use. User must provide a copy to Marysville Historical Society 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 Marysville Historical Society member is on site is solely present as a facility monitor. However, IF Marysville Historical Society Member observes any of the condition of this Facility Use Agreement or State Liquor laws or regulations being violated, they have the authority to immediately shut 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 comply at all times 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. 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. IN WITNESS, THEREOF, the undersigned has hereunto subscribed its name.

Print _____

Sign _____ Date _____

The Marysville Historical Society shall not discriminate in the use of the 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 breast feeding her child, or the use of a trained guide dog or service animal by a person with a disability. In addition, neither the Marysville Historical Society nor a third party receiving a lease or permit from Marysville Historical Society 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 Marysville Historical Society. Persons requiring a reasonable accommodation for a disability may contact Marysville Historical Society. For more information, please contact 360-333-8189 or 360-659-3090.

User Initials _____ Date _____

MHS

Print _____ Signature _____ Date _____



CLEANING WALK THROUGH CHECKLIST

Refund of Damage Deposit requires that this checklist be completed and found acceptable. Cleaning supplies will be provided

Lobby & Great Hall

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

Kitchen

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

Restrooms

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

General

- _____ Bag all trash from kitchen, restroom, hall & lobby. Replace liners. It is the User's responsibility to remove ALL garbage from premise.
- _____ Clean up all grounds around building & parking lot.

Comments: _____

Walk thru accepted by; _____ Date: _____



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.

Damages 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	\$100
Damaging chairs	\$100 per chair
Damaging tables	\$400 per table
Exterior wall paint & damage repairs	To be determined on damage done
Damaged Appliances	Entire appliance cost, delivery, & installation
Interior Wall	To be determined on damage done <i>Includes pushpin, nail holes, tape marks & paint damage</i>
Items left in refrigerator or freezer	\$50 for removal of items and cleaning
Exterior garbage including any debris on sidewalks and fenced area	\$50

Clean up and removal of all trash and debris from the facility at the conclusion of the event is the responsibility of the User.

All decorations must be approved by Marysville Historical Society 72hrs prior to event. Decorations, picture, 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 cleaning walk thru check list.

Name: _____ Date _____
User Signature