



655 Mission Street  
 San Francisco, CA 94105  
 (415) 227.8666  
 (415) 243.8666 FAX

# RENTAL CONTRACT

## CLIENT INFORMATION

Applicant (organization/ company/ individual name) \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

URL (if available): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## MUSEUM RENTAL OPTIONS

**Evenings & Mondays**  
 (Tuesday-Sunday 5pm-12am, Monday 8am-12am)\*

- Basic 4 hour window (includes 2 hour event with 1 hour for setup and 1 hour for breakdown)\*
- Non-refundable Rental Deposit \$500 (applied to rental fee)
- Refundable Cleaning Deposit \$300 (paid separately from rental fee)
- Museum Representative/Facilitator

Cost:	<b>Private/Individual Client</b>	<b>Non-Profit Organization</b>
0-75 people	\$1,600.00	\$1,200.00
76-226 people**	\$2,200.00	\$1,700.00

**Buyout of Museum during business hours**  
 (Tuesday-Sunday 11am-5pm)\*

- Basic 6 hour window (includes 4 hour event with 1 hour for setup and 1 hour for breakdown)\*
- Non-refundable Rental Reservation Deposit \$1,000 (applied to rental fee)
- Refundable Cleaning Deposit \$300 (paid separately from rental fee)
- Facilitator / Museum Representative

Cost:	<b>Private/Individual Client</b>	<b>Non-Profit Organization</b>
0-226 people**	\$3,800.00	\$3,000.00

\*Each additional hour beyond the basic rental window is \$300.00 per hour.

\*\*Maximum capacity of the Museum is 226 at any given time.

EVENT BREAKDOWN	
Reservation date:	_____
Event timeframe:	_____ to _____
Hours of use: (set-up to clean-up)	_____ to _____
Number of Guests:	_____
<input type="checkbox"/> Insurance Certificate received	
<input type="checkbox"/> Kitchen/garage space security guard	
Caterer	_____
Caterer's phone	_____
Museum Facilitator	_____
Notes:	_____
	_____

### RENTAL FEE BREAKDOWN

Rental Fee: \_\_\_\_\_

Additional Time: \_\_\_\_\_

Additional Fees: \_\_\_\_\_

Deposit: \_\_\_\_\_

**Total Due for Event:** \_\_\_\_\_

Refundable Cleaning Deposit (separate) **\$300** \_\_\_\_\_

### CAM OFFICE USE ONLY

### PAYMENT FEE SCHEDULE

Non-Refundable Deposit: **\$500** Due: **Upon Reservation**

Rental Deposit Paid: \_\_\_\_\_

Balance: \_\_\_\_\_

Due One Month Prior to Event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_

MC Visa Check #: \_\_\_\_\_

Cleaning Deposit Received: \_\_\_\_\_

Cleaning Deposit Refunded: \_\_\_\_\_

# CONDITIONS FOR RENTING THE CARTOON ART MUSEUM GALLERY SPACES

**1. GALLERY RULES.** An art Museum has special considerations that other rental facilities may not require. Please help us conserve a valuable cultural resource by reading and abiding by the following rules. *In addition, your caterer must review this agreement prior to the event.*

- Maximum capacity for a private function is 226 people for a reception or 150 people seated at tables. It is your responsibility to ensure that the amount of people in this space does not exceed this limit at any given time. If it does, the Cartoon Art Museum (CAM) reserves the right to terminate the event
- Hotboxes must be kept in the prep area. No cooking, ovens, open flames, steam or heat generation permitted in the gallery at any time without prior permission from Cartoon Art Museum.
- Smoking is not permitted in the Museum at any time.
- No one shall handle or move any artwork, display case or other installation.
- No aspect of the Museum may be altered (including lights).
- No one shall enter any office or storage space without express permission from the Museum Director or Museum Representative.
- The floors are susceptible to staining. For this reason white (not red) wine is encouraged in the gallery space.
- Set-up may not occur before 5:00 pm when the Museum closes to the public (or rental start time), unless a buyout has been arranged.
- Items that cannot be removed after the party may be stored in the back hall and be picked up the next business day between 10:30 am and 5:00 pm, depending upon deliveries for events on successive evenings.
- During the event, the catering staff must do everything possible to keep guests from disturbing or attempting to handle artwork, leaning against walls, placing food/ beverages on the scroll cases or scuffing the walls.
- Exit and walkways must be kept clear for wheelchair access and fire safety.
- Tables and chairs must be at least six inches from gallery walls.
- Trash shall be disposed of and completely removed from the Museum's property.

Excessive noise of any type is prohibited. The applicant agrees that failure to comply with gallery rules will result in forfeiture of all rental charges and immediate termination of the use of the premises as well as full responsibility for any harm suffered or claims received by the Museum concerning such noise.

Client Initials \_\_\_\_\_ Caterer Initials \_\_\_\_\_

**2. CLEANING RESPONSIBILITY.** Prior to rental the Museum shall ensure that all floors, furniture, cabinets, walls, sinks and exhibit areas and bathrooms are clean, usable and available to Applicant. Accordingly, at the termination of the event Applicant will ensure the following:

- All food shall be removed from the Museum Gallery space.
- All trash, debris and containers of garbage shall be taken to proper disposal.

Any item not mentioned above but that results as a part of the Applicant's event activity shall be repaired/cleaned to the condition existent prior to the event. In the event that damage occurs, the Applicant or the Applicant's Contact Person shall be liable for the excess.

**3. AGREEMENT.** In consideration for the use of the Museum's Gallery space on the date and for the purpose as indicated above, the Applicant agrees that the Museum and its leaseholder, The Bernheim Companies, the Museum's officers, employees and agents shall be free from all costs, expenses, liability and claim for damages by reason of any injury to any person or personal property including the applicant from any cause or causes whatsoever upon or in any way connected with occupancy or use of said premises by the applicant.

**A certificate of liability shall be obtained by the applicant in the amount of, at least, \$1,000,000.00 naming as additional insured: The Cartoon Art Museum, 655 Mission Street, San Francisco, CA 94105.** Please provide this to the Museum one month prior to your event. The Applicant hereby agrees to defend, indemnify and save the Museum, its officers, employees and agents harmless from any liability, loss, cost, expense, attorney's fees and obligation on account of or arising out of any violation of any rule or provision herein, or any injuries, losses, or damage of any kind, however occurring. The sale of alcoholic beverages is not allowed on the Museum premises. The Applicant agrees to indemnify, defend and hold Museum harmless of and from any liabilities, costs, penalties or expenses whatsoever including attorney's fees, resulting from the use of alcoholic beverages in connection with the use of the Gallery pursuant to this agreement. The Applicant shall be liable for any damage caused to the common areas of the building, the Gallery space and the property in the Gallery during use thereof by the Applicant, his/her guests or invitees, or any other person. The Applicant agrees that the Person in Charge or his/her designated representative shall remain on the premises at all times when the Gallery is being used. The Applicant's contact person shall be responsible on behalf of Applicant to ensure persons' compliance with the Gallery Rules listed above, and the terms of this Agreement, at all times that the Gallery is being used.

**I have read the Agreement and understand my responsibilities thereunder. With this contract I am enclosing a non-refundable reservation deposit of \$500 (\$1,000 for Buyout). Signature on this form will acknowledge acceptance of the conditions noted above.**

<b>CLIENT INFORMATION</b>
Company Name: _____
Event Date: _____
Contact Person: _____
Phone: _____
Caterer: _____
Caterer's phone number: _____

\_\_\_\_\_  
**Applicant's Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant's Contact Name and Title (Printed)**

\_\_\_\_\_  
**Cartoon Art Museum Representative** \_\_\_\_\_  
**SummerleaKashar, Executive Director** **Date**