

# HIGH DESERT MUSEUM

WILDLIFE *and* LIVING HISTORY

## CONFERENCE ROOM FACILITY LEASE AGREEMENT

### Date:

*Contract must be signed within 30 days to secure pricing*

### Lessee(s):

Contact:

Address:

Phone:

Email:

### Event Name:

Date and Times: 00/00/2020. XXam-XXpm. *Arrival no earlier than XXam/pm*

Venue Rental: \$xxx

Max # of Guest:

### Facility Lease Details:

- Classroom A, B or C, Boardroom or Rock Room.

Includes venue space, water service, entry of 20 guests, up to (20) chairs, up to (5) rectangular tables, audio/visual to include projector & screen and set up and tear down of these items.

\*Unless specifically noted above, no additional staffing, rooms, or exhibits will be available for this event.

### Additional Enhancements:

- Beverage Service (coffee, tea, non-alcoholic, beer, wine): \_\_\_\_\_
- Café Catering, *Based on availability*: \_\_\_\_\_
- Private Exhibit pre/post museum opening: \$100/exhibit/hr. \_\_\_\_\_
- Mammal, Reptile or Birds of Prey Greeting or Presentation: \$300.00/ 30 min \_\_\_\_\_
- Living History Costumed Greeter or Activity: \$125/hr,(1 hr min.) \_\_\_\_\_
- Guided Tours of Exhibit: \$175/30min. (25 pp max): \_\_\_\_\_
- Curator Talk: \$200/45 min. (20 pp max): \_\_\_\_\_
- Additional Infrastructure, décor or Audio Visual rental: \_\_\_\_\_

Additional Costs: \$

Total Estimated Lease:

**In order to maintain the integrity of our grounds, exhibits, animals and artifacts, as well as for the safety of your group, we ask all guests to follow the High Desert Museum (HDM) guidelines presented below:**

- Availability & Hours:
  - April 1<sup>st</sup> – October 31<sup>st</sup>: 8am -10pm. Event setup may begin no earlier than 8am (unless agreed upon), the event no earlier than 8:30am, and property must be vacated no later than 10pm
  - November 1<sup>st</sup> – March 31<sup>st</sup>: 8am – 9pm. Event set-up may begin no earlier than 8am (unless agreed upon), the event no earlier than 8:30am and property vacated no later than 9pm. If you lease any outdoor space(s), these spaces will remain open until dusk.
  - Lessee should be aware that Museum guests will be onsite during museum hours

\_\_\_\_\_initial

- Exhibits: the entire museum and exhibits are only open during museum hours: April 1<sup>st</sup> – October 31<sup>st</sup> from 9am-5pm and November 1<sup>st</sup> – March 31<sup>st</sup> from 10am-4pm. Meeting Room Venue contracts do not include any open exhibits prior or after museum hours unless
- Food: The High Desert Museum (HDM) has an onsite café capable of catering; however, lessee may work with any approved caterers.
  - Please notify the Event Coordinator if non-hosted café service is preferred so the café will be adequately staffed for your guests
  - Caterers may NOT use café for food prep or staging during museum hours
  - HDM does not provide supplies, including napkins, plates and utensils for outside catering
  - Lessees to work with licensed and insured caterers of their choice. HDM as additionally insured
  - Sterno fuel containers may be used to heat catering dishes only when the table or countertop is protected from heat or flame. All other open flames are prohibited.

\_\_\_\_\_initial

- Set-up & Decoration: Service providers and guests will not be admitted to the Museum before the time contracted unless pre-approved with Event Coordinator
  - An arrangement to drop-off and/or store supplies at times other than those indicated must be pre-arranged with the Museum Event Coordinator. The Museum is not responsible for damage to or loss of items left in the Museum or its grounds prior to, during or following an event
  - No flyers, banners or any materials may be tacked, stapled or taped to Museum walls or doors. No duct tape is allowed on Museum floors.

\_\_\_\_\_initial

- Break-Down Expectations: All items and guests must vacate property per contract April 1<sup>st</sup>- October 31<sup>st</sup> by 10pm, November 1<sup>st</sup>-March 31<sup>st</sup> by 9pm
  - All rental items (catering, decorations, event supplies, etc.), must be removed by time listed above. The Museum does have limited storage and arrangements may be made one month prior to event date for pick-up the following day.
  - All vacuuming, cleaning, catering supplies debris removal and breakdown of tables and chairs will be completed by Museum staff.
  - Any cleaning deemed excessive will have an hourly charge of \$30/hour post event with 1 hour minimum

\_\_\_\_\_initial

- Parking and Travel: HDM includes abundant private parking for you and your guests; a total of 235 spaces with adequate lighting in Lots 1-5. Additional parking is available in overflow area with limited lighting \_\_\_\_\_ **initial**
- Open Flame: Battery operated candles are encouraged. Candles or flame producing devices are not allowed on the premises, with the exception of Sterno fuel containers when used to heat catering dishes. \_\_\_\_\_ **initial**
- SMOKING IS NOT ALLOWED anywhere on Museum property, including personal vehicles and Museum bathrooms. If a guest is found smoking, they will be asked to stop; repeat offenders will be requested to leave the Museum grounds immediately and permanently for the remainder of the event. \_\_\_\_\_ **initial**
- Children must always be supervised and chaperoned; they are not allowed into any exhibit without an adult present. \_\_\_\_\_ **initial**
- The Lessee or a designated representative must be appointed and present as the contact person during the event. It is the responsibility of the Lessee or designated representative to inform guests of all rules and to enforce compliance of all guests and service providers. \_\_\_\_\_ **initial**
- Lessee shall not use "High Desert Museum" name or logo in any way that gives the impression, or outright states, that event is sponsored by, endorsed, or in partnership with HDM, without prior written approval from HDM. This includes, but is not limited to, social media, advertising, marketing, sales, and all other communications. If HDM grants approval to the lessee to use the HDM name or logo, lessee shall furnish to HDM samples of materials which feature the logo or the HDM name prior to their publication. HDM reserves the sole right to refuse approval of the use of any such materials by giving written notice to lessee. \_\_\_\_\_ **initial**

#### **Payment Information:**

- Signed facility agreement and 50% deposit of estimated total rental fee is required to confirm the reservation as booked. The facility balance, adjusted for additions, head count or any additional changes, is due 30 days prior to the event. If a reservation is made less than 30 days before the event, payment in full, lease contract, and beverages service fees are due at the time of reservation.
- Payment may be made by cash, check, or credit card. A 3% processing fee will be added for all credit card payments.
- The Lessee is responsible, and shall reimburse the Museum for all beverages, additional guests, and any damages, loss, or liability incurred by the Museum as a result of the conduct of the Lessee, the Lessee's guests or any persons or organization contracted by the Lessee to provide service for the event. An invoice for day-of charges will be submitted to Lessee within three days post event. Payment must be made in full within 10 days post event. Any payment made after 10 days will be subject to a late charge of \$50 per week.
- If you need to cancel, refunds will be issued as follows:
  - 50% of deposit and fees refunded with notice of cancellation 6-12 months prior to event
  - 25% of deposit and fees refunded with notice of cancellation 3-6 months prior to event
  - No refund issued with notice of cancellation less than 3 months prior to event
  - Cancellation received one week or less – Lessee will be responsible for the full amount of the lease and all fees
  - In the event of a no-show, Lessee will be invoiced for the full amount of the lease and all fees plus a 20% charge on the total invoice

\_\_\_\_\_ **initial**

This agreement covers all necessary portions of your Event. No changes, additions, updates, or addendums can be added to this contract unless both Museum Event Coordinator and Lessee agree prior to event with signed addendum.

I HAVE READ THIS LEASE AGREEMENT IN FULL AND AGREE TO THE TERMS, CONDITIONS, AND FEES INCLUDED THEREIN.

Lessee Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
HDM Director of Finance  
Carmen Melamed 541-382-4754; ext. 384

\_\_\_\_\_  
Date

**Additional Rental Equipment Available & Pricing**

Item	Rental Price	Replacement	Max
<b>Decor</b>			
Clear Acrylic Sign Holder	\$1/per sign	\$5/each	50
Small Clipboards	50¢/ per clipboard	\$5/each	100
Large Clipboards	\$1/per clipboard	\$5/each	100
<b>Table, Chairs &amp; Glassware</b>			
8ft Rectangle Table	\$10/table	cost	12
6ft Rectangle Table	\$10/table	cost	25
60" Round Table	\$10/table	cost	25
Table Linen (white, black or cream)	\$6/linen	\$25/linen	100
Additional Chairs	\$1.50/chair	cost	270
Wine Glasses	\$1/per glass	\$5/per glass	50
High Desert Museum logo Beer Glasses	\$1/per glass	\$5/per glass	50
<b>Audio Visual</b>			
Audio Package: 2 speakers, speaker stands & 1 wireless mic	\$100	cost	1
Audio Visual Technician	\$50/hour		
Additional Microphones: (3) lapel, (1) wireless, (1) wired	\$20/mic	cost	4
Podium	\$40	cost	2
Projector: Epson 3LCD Projector	\$50	cost	1
Projection Screen: Da-Lite 16:9 Ration, 64"x115"	\$75	cost	1
Projector Screen : Da-Lite 1:1 Ratio, 14'x14'	\$100	cost	1
Laptop Computer PC	\$50	cost	1