

## **Imagination Station Facility Rental Agreement**

Renter agrees to rent the first and second floors of Imagination Station for the rate of \_\_\_\_\_ for the evening of \_\_\_\_\_. Set-up can begin at \_\_\_\_\_. Materials can be brought in for storage the previous week by prior arrangement. Clean up should be completed no later than \_\_\_\_\_ that same day.

Imagination Station agrees to provide access to the rented space of the museum for the purpose of having a social event. In addition, chairs and a limited number of folding tables will also be available for use. The museum will also provide one staff person as the building manager, who will provide limited assistance during the event. This staff person will be available to help with any building issues and emergencies.

Imagination Station does not have a kitchen on site, but does agree to make available a suitable space for staging food and drink. If a caterer is used, Renter is responsible for their supervision and adherence to museum guidelines with regard to food preparation and care. Imagination Station agrees to provide information and access to the museum prior to the event for planning purposes.

Renter agrees to leave the museum in as good a condition as found at the beginning of the rental period. Any extra cleaning needed as a result of the event will be billed to the Renter. The Renter is responsible for any damages to the building, furnishings and exhibits during the event. **Exhibits cannot be moved for purposes of event rentals unless prior permission is given by museum's Executive Director.**

Renter agrees to monitor guests attending the event to ensure that only invited guests are admitted to the museum. The building manager will assist should any uninvited guests gain access to the museum. The Renter may wish to engage at their expense, the services of a security guard to ensure the security of the event against unwelcome visitors.

Renter agrees to pay the balance in full by \_\_\_\_\_.

This rental agreement is binding on the parties signing and the organizations they represent. Signed this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

For RENTER:

For IMAGINATION STATION

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_