

Humphrey History Park and Museum
A Place to Remember
620 Soda Creek Road
Evergreen, CO 80439
303-674-5429
www.hmpm.org



Rental Contract & Agreement

Organization: _____

Contact : _____ **Title:** _____

Address: _____ **Phone:** _____

City: _____ **State:** _____ **Zip:** _____

Fax: _____ **Cell:** _____ **Email:** _____

Type of Event: _____ **Attendance:** _____

Event Date: _____

Event Times: _____ to _____ (includes set up/clean up @\$200 per hour)

Total Fee: \$ _____

Additional Set Up Fee for chairs \$100.00 \$ _____

Reservation Deposit due with contract \$100.00 \$ _____

Balance Due thirty (30) days prior to event \$ _____

Damage Deposit, due thirty (30) days prior to event \$ _____
separate check returned after event

Caterer: _____ **Contact:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Entertainment: _____

Contact: _____ **Phone:** _____

The Humphrey History Park and Museum, hereinafter referred to as the MUSEUM, agrees to rent to the above named individual or organization hereinafter referred as the LESSEE, the site facilities.

- _____ A non-refundable deposit of \$100.00 is required to reserve the date and time agreed upon.
- _____ The balance of the rental fee is due sixty (30) calendar days prior to the event date.
- _____ Any or all of the cleaning/damage deposit shall be retained at the Executive Directors discretion and an itemized statement shall be submitted to the LESSEE.
- _____ The use of nails, tacks, staples, tape, or any other decorating materials that at the discretion of the MUSEUM staff could cause damage to the Museum shall be prohibited.
- _____ All catering requirements for the event are the responsibility of the LESSEE. The caterer does not have access to the kitchen.
- _____ The LESSEE is responsible for cleaning any and all of the site impacted by the event.
- _____ The LESSEE understands that if alcohol will be served, the LESSEE is responsible for compliance with the liquor laws of the State of Colorado and must acquire any and all permits and professional personnel to over see the serving.
- _____ It is understood that the MUSEUM shall not be responsible, and the LESSEE shall assume all liability for any damage to any property and any injuries to any individuals attending the event.
- _____ The LESSEE shall be held liable for the actions of any individuals attending the event.
- _____ The LESSEE shall be responsible for any and all collection cost including all legal court fees, if such action becomes necessary.
- _____ The event shall be terminated immediately for removal of any artifacts from any display by any individual attending the event.
- _____ The event shall be terminated immediately for any individual smoking on the property.
- _____ The MUSEUM reserves the right to terminate the event at any time if the rules of the Museum are violated.
- _____ Discretion to terminate the event lies solely with the authorized Museum representative (s) on duty during the event.
- _____ Should the event be terminated the LESSEE shall not be entitled to any refunds or compensation of any kind.
- _____ I have read and understand all of the above stipulations, initialing each and all of the items listed above.

NOTES:

LESSEE: _____ Date: _____
(signature)

MUSEUM: _____ Date: _____
(signature)