



**RENTAL AGREEMENT**  
**Classes, workshops, meetings**

Organization/Business: \_\_\_\_\_

Nonprofit \_\_\_ Business\_\_\_ Member\_\_\_ Individual\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Date and time requested (please be sure to include cleanup/take down time):  
 \_\_\_\_\_

*Space requested:*

Lawn \_\_\_\_\_ Museum Gallery \_\_\_\_\_ Classroom \_\_\_\_\_

<i>Fee schedule:</i>	<i>Nonprofit</i>	<i>Business/Individual</i>
<b>Pavilion/Lawn- no restrooms</b>	\$150	\$250
<b>Museum Gallery</b>	\$400	\$500
<b>Classroom</b>	\$100	\$150

**Members save additional 10%**

*\*Fee based on 3 hour use, including set-up and take-down. Additional hours upon request and pro-rated*

**Equipment Rental:**

Black linen table cloths	Quantity: _____	Fee : _____
Black folding Chairs	Quantity: _____	Fee : _____
Tables – 30"x72" :	Quantity: _____	Fee : _____
Wine Glasses:	Quantity: _____	Fee: _____
Champagne glasses:	Quantity: _____	Fee : _____
Other: _____	Quantity: _____	Fee : _____

**Reservations**

- Reservation fees must be paid in full one month in advance of the event.
- Cancellations made within 1 week of the event shall receive a full refund. \$50 service charge shall be deducted if cancellation is received less than 1 week from date of event.



- Lawn: in the event of inclement weather, an alternative date may be scheduled within 30 days or a full refund will be granted, less \$25 administrative fee

General Policies

- A copy of an liability insurance rider or certificate for each event is required
- The facilities may only be used for private events and not political use
- Event hosts are liable for all clean-up or damage that may occur during the event
- Events must be limited to the hours requested per application, which includes set up, clean up and take down
- Provide event and contact information to Hockaday staff to satisfy inquiry calls
- No food or drinks allowed in the Crown of the Continent Gallery or any carpeted areas of the museum
- If catered food or alcoholic beverages, you will need to fill out the **SPECIAL EVENTS RENTAL FORM**

Museum Policy

- Requests must include time needed for set up and clean up. Applicant is responsible for setting up chairs and tables (chairs and tables available inside museum only)
- No photographs are allowed of artwork, gift shop, or facilities
- No artwork may be moved including pedestals
- No candles
- Tables must be an appropriate distance away from the artwork and pedestals

Lawn/Pavilion Policy

- No decorations may be stapled or nailed, all tape must be removed
- Porta potties will be provided by the applicant and should be located at the southwest corner of the parking lot
- If electric is required, 48 hours notice must be given in advance of the event so it may be turned on
- Music is limited to acoustic instruments or DJ services that according to city ordinance must end at 10pm
- No access is granted to the Museum

I certify that I am the authorized representative of the above individual, group or organization. I have read and agree to be bound by the policies and fee schedules described in the agreement. I agree to supervise all activities on the premises.

Notes, requests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name –Please Print  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Email

\_\_\_\_\_  
Date