



## **CASCADIA ART MUSEUM RENTAL CONTRACT**

Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

### **Contract Holder**

### **Day of Event Contact**

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

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

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

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

Contract Holder's Address: \_\_\_\_\_

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

Company Name (Optional): \_\_\_\_\_

Non-Profit ID (Optional): \_\_\_\_\_

Expected Attendance (Including youth under 18): \_\_\_\_\_

Type of Event (Business Meeting, Party, Memorial, Reunion, etc.): \_\_\_\_\_

### **Galleries Requested:**

\_\_\_\_ Multi-Purpose Room      \_\_\_\_ Multi-Purpose Room and Walker Foundation Gallery

\_\_\_\_ Full Museum Rental (Multi-Purpose Room and all six galleries)

*Rental Hours Must be Continuous*

Rental Start Time: \_\_\_\_\_

Rental End Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Set-Up Start Time: \_\_\_\_\_

Clean-Up Start Time: \_\_\_\_\_

**Alcohol Details:**

Will you be serving alcohol at your event?    Yes \_\_\_    No \_\_\_

If yes, please purchase and provide a copy of a banquet permit, to be displayed at the museum on the day of your event. You can find the permit application here: <https://lcb.wa.gov/licensing/online-banquet-permit>

**Food Details:**

Will you be serving food?    Yes \_\_\_    No \_\_\_

If yes, provide name of caterer: \_\_\_\_\_

Please refer to the Museum Restrictions document for restrictions on food service.

**Music Details:**

Will there be music at your event?    Yes \_\_\_    No \_\_\_

If yes, how is the music provided? \_\_\_\_\_

**Tables and Chairs:**

Use of the following equipment may be included with your rental. Indicate which, if any, of the following equipment you will need access to. A staff member will be on site for the duration of your rental to assist if needed. Use of the projector and wall mounted screen will be done under the strict supervision of a Cascadia Art Museum staff member.

- |                                         |                                         |
|-----------------------------------------|-----------------------------------------|
| ___ 6' rectangular tables (2 available) | ___ 8' rectangular tables (2 available) |
| ___ 4' rectangular tables (2 available) | ___ black folding chairs (50 available) |
| ___ Projector & media cart              | ___ Wall mounted screen                 |

**Please Read and Initial:**

\_\_\_ I have read all of the Cascadia Art Museum Rental Policies and Restrictions and agree to abide by all policies including the cancellation/date change/refund policy.

**\*\*All cancellations forfeit the security deposit \*\***

\_\_\_ **HOLD HARMLESS AGREEMENT:** The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. Cascadia Art Museum has put in place preventative measures to reduce the spread of COVID-19 as outlined above; however, Cascadia Art Museum cannot guarantee that you or your guests will not become infected with COVID-19. Further, attending an event at a public venue or any private gathering place could increase your risk and your guest's risk of contracting COVID-19. By signing this agreement, I acknowledge the contagious nature of COVID-19

and voluntarily assume the risk that my guests and I may be exposed to or infected by COVID-19 by attending the event and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the event may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Cascadia Art Museum's employees, vendors, and guests. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with attendance at the venue or participation in event claims. On my behalf, and on behalf of my guests, I hereby release, covenant not to sue, discharge, and hold harmless Cascadia Art Museum and its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the event venue, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any event.

\_\_\_ I am aware I must not arrive earlier than my rental time noted on my Rental Contract.

\_\_\_ I am aware that I am responsible for the set-up and take down of my rental space. This includes all tables and chairs. I have reserved sufficient time for these tasks to be completed within my rental time. A cleaning fee will be applied to all event rentals to cover the janitorial costs associated with my use of the space.

\_\_\_ I am aware I must inform all third-party vendors of all Cascadia Art Museum Policies and Procedures and that they must abide by these during my event.

\_\_\_ I am aware that I am responsible for my group and all guests, including children. Guests must stay within the rental space and children will be accompanied by an adult at all times.

\_\_\_ I understand that all requests are on a first-come, first-served basis and no date will be held until a Rental Application and initial fees have been collected.

\_\_\_ I understand that all fees must be paid on or before the due dates or there is a risk of losing the rental space.

\_\_\_ I am aware I must not exceed the rental end-time indicated on my Rental Contract. I agree to vacate Cascadia Art Museum at the time indicated on this application. If renter stays past the time on the application, renter may lose their damage deposit(s) and will be charged double the hourly rate and double the staff rate. Partial hours are treated as whole hours.

\_\_\_ Cascadia Art Museum reserves the right to change the rules and regulations as stated herein without prior notice. The rules and guidelines will be reviewed with renter at approximately the 30-day check-in.

**You must be must be 21 years or older to submit an application.**

The information given in this application is said to be true under the penalty of perjury by the laws of the State of Washington and regulations of the City of Edmonds. I understand Cascadia Art Museum reserves the right to deny use, change, or cancel any part of this rental application and any related scheduled activities.

There is no legal or binding commitment between the Renter and Cascadia Art Museum until after the Rental Application is signed by both parties and initial fees have been paid.

Indemnification/Hold Harmless

User shall defend, indemnify and hold harmless Cascadia Art Museum and its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by the User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

User Acknowledgment/Agreement

I hereby assume full responsibility for the facility's use and agree to comply with all rules and regulations of Cascadia Art Museum. The information given in this application is said to be true under the penalty of perjury by the Laws of the State of Washington and regulations of the City of Edmonds. I understand Cascadia Art Museum reserves the right to deny use, change, or cancel any part of this Application and any related scheduled activities.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Cascadia Art Museum Staff

\_\_\_\_\_  
Date