

TEXAS FORESTRY MUSEUM RENTAL AGREEMENT

THIS AGREEMENT is made this _____ (date) between the Texas Forestry Museum, and _____ (Renter),

Address: _____

Phone: _____ Email: _____

This rental agreement is for events hosted by individuals or organizations whose mission or purpose does not conflict with the mission of the Texas Forestry Museum or the Texas Forestry Association. The Texas Forestry Museum reserves the right to deny use of facilities to anyone or any organization.

RENTAL RATE & TIME PERIOD:

Please check all that apply.

Classroom: \$50.00 for 2 hours

\$25.00 per hour for each additional hour
Number of additional hours:

Children's Wing OR History Wing: \$100.00 for 2 hours

\$50.00 per hour for each additional hour
Number of additional hours:

Outdoor Pavilion: \$100.00 for 2 hours

\$50.00 per hour for each additional hour
Number of additional hours:

Full Museum Rental: \$650 for one day, defined as 12:00 am to 11:59 pm
This option gives the Renter exclusive use of the Museum for day of rental. The Museum will be closed to outside visitors for your event. Advanced notice of **30 days** is required to rent the full museum.

Required \$50.00 refundable deposit; received _____ by _____.

Total payment, including deposit: _____ . Received: _____.

USE OF PROPERTY:

The Renter further agrees:

- 1) The occupancy of the Classroom is 25 people. The occupancy of the Children's Wing, History Wing, or Outdoor Pavilion may vary and is dependent upon available space.
- 2) Renters may use only their reserved areas for food, beverages, games, gift exchange, award presentations, museum approved entertainment and media presentations, and associated activities.

TEXAS FORESTRY MUSEUM RENTAL AGREEMENT

- 3) The decoration and clean-up of the event room and bathrooms will be the responsibility of the Renter.
- 4) The \$50.00 deposit herein mentioned below will be retained by the Texas Forestry Museum if the museum determines that additional clean-up and maintenance is required as a result of the Renter's occupancy.

_____ I agree to pay a fee of \$_____ to the Texas Forestry Museum,
for an event to be held on _____.

_____ I agree the event will take place from _____ until _____.

_____ I agree to pay full amount within 10 days of event, which is _____.

_____ I agree to pay a \$50.00 security deposit, refundable upon proper cleaning and
maintenance of the reserved event space.

_____ I agree to forfeit the \$50.00 security deposit if I cancel the event within 14 days of
the event, which is _____.

_____ I agree to provide adequate adult supervision of children during the event.

_____ I agree to treat museum property, furniture, fixtures, and exhibits with respect.

_____ I agree to inform staff of end of event and conduct a walkthrough before leaving.

SIGNED (MUSEUM REPRESENTATIVE): _____

DATE: _____

SIGNED (RENTER): _____

DATE: _____