

**Gilbert Historical Museum
10 S. Gilbert Rd.
P.O. Box 1484
Gilbert, AZ 85299
480-926-1577**

FACILITIES USE GUIDELINES

Introduction

Thank you for your interest in using our facility. Located in Gilbert's Heritage District, the museum is an ideal location to host your event. Because of the uniqueness of our collection and our facility which is on the National Register of Historic Places, the museum does not allow any activity or event which may result in damage or disturbance to the collection or facility. Events that may interfere with public use during business hours are prohibited. All activities, events or entertainment at the museum must be appropriate for the facility and be approved in advance by the museum. At all times, museum programs and activities have priority of facility use. The museum reserves the sole right to determine appropriate use. There will be no fundraisers, political or religious events without prior approval of the Museum Executive Director. Use of museum facilities does not constitute an endorsement of any group, its activities or its products.

Throughout this document, the terms "Museum" and "Society" both refer to the Gilbert Historical Society and Museum (Gilbert Historical Society, Inc.).

Museum facilities may not be used for events or functions that may conflict with the interest or mission of the museum. Resolutions of conflicts are at the discretion of the museum's Executive Director or other authorized agent of the Museum. .

Your event will be cancelled if the museum does not receive the following requirements two weeks prior to your event: A signed agreement, deposit, and a certificate of insurance.

Rental Areas, Fees and Deposits

Please refer to the attached fee schedule for specifics. 50% of your estimated use fee and a signed agreement are required to hold your selected date and time. **Please note**, you will be charged for each hour you occupy the rental space, including your setup and takedown time.

Receipt of your use fee and a signed agreement guarantees your reservation. Please note, all deposits must be received at least **two weeks** prior to your rental and your remaining balance plus a \$100 refundable cleaning/damage deposit must be paid upon arrival on the day of your event. Any additional charges or refunds will be billed separately within two weeks after your event. No indoor back-up facilities are available for outdoor events unless specifically provided in the written agreement with the Society.

Cancellation

In the event a cancellation is necessary, a full refund of all deposits and use fees (less any expenses incurred by the museum) will be issued if cancellation is more than two weeks in advance of your scheduled event. Should your cancellation occur two weeks or less before your scheduled event, a 100% refund of the cleaning/damage deposit and a 50% refund of use fee (less actual expenses incurred by the museum) will be issued.

Setup and Arrangements

The Meeting Room can seat 80 people at tables classroom style or 100 people theater style. If the outdoor courtyard is used, that space can accommodate another 150 people. If a set up fee is paid and a set up form completed, the museum will be responsible for setting up the existing tables and chairs. **The user is responsible for all cleanup. The facility must be left in the condition it was rented or the damage/cleaning deposit will not be returned.** Access for set up must be arranged in advance.

Events must be completed by 12:00 midnight on Friday and Saturday, and 11p .m. Sunday through Thursday.

Tables, Chairs, and Equipment

The museum has 18 white 6' long tables 9 brown 6' long tables, 75 cushioned folding chairs, 75 plastic white folding chairs, and a podium which are available for use at no additional charge. Any additional tables and chairs the user needs must be provided by the user. When moving tables, chairs, equipment or furnishings, they must be picked up and not drug or slid across the floor.

AV Equipment (screen, projector, microphone, and receiver) is available for an additional fee.

Any additional equipment, linens, glasses, flowers, etc. must be provided by the user.

Entertainment

Musical amplification in the meeting room is limited to the sound system which is already installed in the room unless approved in writing in advance. Outdoor musical amplification is not permitted during the hours when the museum is open to the public. All forms of entertainment and their placement must be reviewed and approved in advance by the museum.

Storage

The museum does not provide any storage. All materials needed for your event must be brought at the time of your setup and removed immediately after your event. The museum shall not be liable for any loss or damage to items left at the museum.

Caterers

Arrangements for food and beverages are the sole responsibility of the user and are not included in the rental charge. For private events, the user may use the kitchen facilities in the meeting room. This is not an approved catering kitchen. **All events open to the public that offer food must be prepared and served by a professional caterer. All applicable state and local laws and health regulations must be followed and are the responsibility of the User.**

Tents and Fixtures

The Museum reserves the right to determine the placement of tents, canopies, bandstands, dance floors, tables and any other fixture that may be used before, during or after the event.

Other Providers

All arrangements for florists, musicians, etc., are the sole responsibility of the user. All providers are subject to the museum's approval and must provide proof that they cover Worker's Compensation and liability insurance for their employees. The museum welcomes the use of professional party planners; however, no final agreement will be in force until the actual user has met with the appropriate museum representative. The User assumes all responsibility for caterers, florists, entertainers, and any other provider they utilize for their conduct and any damage to or loss of the building, its contents or grounds, and any personal injury incurred by such contractors, volunteers or hired help.

Deliveries/Pickup

All deliveries of supplies and/or equipment, i.e., cocktail tables, dance floors, etc., must be made the day of the event at an agreed upon time unless prior arrangements have been made with the museum. All rental items must be removed immediately following your event. The museum assumes no responsibility for rental items left in the museum. Loading and unloading may be done in the interior courtyard parking lot.

Parking

The museum has a small parking lot adjacent to Elliot Road that may be used when the museum is not open to the public. All other parking must be in surrounding lots or on side streets where appropriate.

Decorations

- Decorations shall be limited to tabletop or freestanding elements.
- Nothing may be placed inside or outside on the walls, doors, furnishings, equipment or window sills by use of tape, tacks, staples, nails, or any other fixtures without prior written approval.
- The use of lighted candles or other types of open flame is strictly prohibited in the meeting room.
- Electrical connections and special lighting must be approved by the museum in advance of your rental. If approved, the installations must be done under the supervision of museum personnel.
- Any and all decorations must be removed and/or disposed of immediately following your event.

Pets

No pets of other animals are permitted on Museum grounds or in Museum buildings at any time for any purpose with the exception of service animals.

Clean Up

The facilities, amenities and equipment must be cleaned by the User immediately following the event. Trash and garbage must be bagged and placed in the outside dumpster by the parking lot gates. All tables, chairs, kitchen equipment, counters, floors, etc. must be thoroughly washed and cleaned prior to leaving the premises.

Restrooms

Designated restroom areas are: Men at the northern annex and Women at the southern annex. Utilization of the southern annex restroom can be designated as unisex for meeting room use. The handicapped restroom is located in the main building and can be utilized with prior arrangements.

Telephones

A telephone is available in the meeting room for local calls only.

Alcohol

The museum does not have a liquor license. Serving of alcohol at any event **must be preapproved by the museum's Executive Director.** Users having an event that is open to the public where alcohol will be served must obtain a special event liquor license and follow all applicable state and local liquor laws. A professional, licensed pouring service must be used.

Smoking

Smoking in any museum building is strictly prohibited. Guests who wish to smoke must do so outside of the buildings and put all refuse in appropriate receptacles.

Printed Material and Publicity

All printed material (invitations, announcements, press releases, etc.) relating to your event must be submitted to the museum for approval **before** they are put in their final printing stages.

Conduct

The User shall conduct the event in an orderly manner, in full compliance with applicable laws and regulations. The Museum reserves the right to regulate any conduct it determines, in its sole discretion, to be disorderly. This includes up to and including closing the event, closing specific areas of the museum and/or closing the museum in its entirety. The User assumes full responsibility for the conduct of all persons attending the event and for any damage caused either directly or indirectly by the User, the User's guests or invitees in connection with the event. The Museum reserves the right to eject any person or persons who fail to conduct themselves in the best interest of the Museum. The Museum's authorized agent is the final arbiter of all questions regarding the use of the property before, during, and after the event.

Violation of Guidelines

Violation of these guidelines may result in the forfeiture of the refundable deposit and/or cancellation of the event without penalty to the Society. If the event is cancelled due to violation of these guidelines or the Letter of Agreement, any rental fees paid are not refundable. Further, the User must pay any additional charges or fees charged by the Society for services, materials or equipment provided, damage to or loss of Society property resulting from or during the event, and any legal fees incurred by the Society in its effort to seek payment or responsibility from the Renter. The Museum reserves the sole right to determine appropriate use and to interpret these guidelines. Failure to insist upon strict compliance with any term, covenant, or condition of these guidelines or any agreement between User and GHS shall not be deemed a waiver of such term, covenant or condition.

Insurance and Liability

The user must demonstrate public liability coverage of at least \$1,000,000. A certificate of insurance naming the Gilbert Historical Society, Inc. and the Gilbert Historical Museum as additional insured parties must be provided to the museum from the user's insurance company two weeks prior to your event. You will not be allowed to hold your function in the museum without this required certificate of insurance.

Such a certificate must be issued at no cost to the museum. The user's insurance company must also state that the museum will be held harmless with respect to any liability arising out of or resulting from use of the museum facilities.

The museum will not be liable to the user, its guests, agents, performers, or employees for any personal or professional property. Additionally, it is the sole responsibility of the user to follow all applicable local, state, and federal safety rules and regulations and to maintain safe conditions for workers, activity patrons, guests, and the public.

It is imperative that you read and fully understand the rental agreement you will be signing as it is a legally binding document. Please be advised, if you do not meet all of the requirements mandated by the Gilbert Historical Society and Museum and this rental agreement, you may be denied rental privileges at our facility. If you have any questions or require additional information, please call 480-926-1577 and speak with the Executive Director.

Gilbert Historical Society and Museum

FACILITIES USE AGREEMENT/INDEMNIFICATION

Letter of Agreement

The Gilbert Historical Society, Inc. (hereafter referred to as the “Society”) and its Museum located at 10 S. Gilbert Road, Gilbert, AZ is hereby reserved as follows:

Event Description: _____

Day and Date: _____ No. of Guests _____

Set up to begin at _____ Event begins at _____ and ends at _____

Area(s) to be used _____

Name of organization/user _____

Authorized Contact Person _____ Title _____

Address _____ Apt/Suite _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Rental Fees for this event are as follows:

This reservation will be confirmed upon receipt of this Letter of Agreement signed by the User and accompanied by 50% of the above rental fees. No facilities will be reserved until these are received by the museum. This letter of agreement is not binding until accepted by the Museum’s Executive Director. Checks are to be made payable to the Gilbert Historical Society (please note “museum rental” on memo line). The balance due (based on the rental fees plus a \$100 refundable cleaning/damage deposit) will be due at the beginning of the day of the event. The refundable deposit will be returned by mail to the User within two weeks of the event contingent upon the absence of any loss or damage to Society property as a result of or during the event and the absence of any fees owed to the Society for rented equipment used but not paid for or other fees owed the Society by the User.

User acknowledges that he/she/it has received and read a copy of the Gilbert Historical Society and Museum’s Facilities Use Guidelines and agrees to comply with its terms including payment of any additional charges or fees due under such guidelines. Violation of the guidelines may, at the Society’s discretion, result in the forfeiture of the refundable deposit and/or cancellation of the event without penalty to the Society.

The User agrees to assume full financial responsibility and liability for any damage to or loss of the building, its contents or grounds at 10 S. Gilbert Rd, Gilbert, AZ, and any personal injury incurred during or as a result of the event.

The Society shall be excused from performing any obligations under this Letter of Agreement when such performance is prevented, delayed or hindered by act of God, fire, flood, war, explosion, inability to procure labor, equipment, materials, or supplies, failure of transportation, strike, or other causes, whether enumerated herein or not, beyond the control of the Society. Further, the Society shall be excused from this Letter of Agreement if, in the opinion of the Society or its authorized agent, any portion of the property necessary to the intended use has become unsafe or unsuitable for such use. In such an eventuality, the proposed event may be rescheduled for a date mutually acceptable to the Society and the User.

The User warrants and represents that the undersigned is an authorized agent acting on behalf of the User and further assumes all responsibility for any liabilities incurred by the undersigned in the name of the User.

Changes, deletions or additions to this Letter of Agreement are not valid unless signed or initialed by the User and the Museum’s Executive Director.

Indemnification

Facility user shall indemnify, defend and save harmless the Gilbert Historical Society and Museum from any and all claims, demands, suites, actions, proceedings, loss, cost and damages of every kind and description, including any attorney’s fees and/or litigation expenses, which may be brought or made against or incurred by the Gilbert Historical Society and Museum on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in any part, by reasons of any alleged act, omission, professional effort fault, mistake or negligence of Facility User, their employees/members, agents, representatives, or subcontractors, their employees, agents, or representatives in connection with or incident to the performance of this Agreement, arising out of Worker’s Compensation claims of employees/members of Facility Users and/or their subcontractors or claims under similar laws or obligations. Facility User’s obligation under this section shall not extend to any liability caused by the sole negligence of the Gilbert Historical Society and Museum or their agents, officials, and employees.

Understood and agreed upon by:

User

Date

Print name _____

Accepted and agreed upon by:

Kayla Kolar, Executive Director

Date

Gilbert Historical Museum

Phone: 480-926-1577 or 602-291-1142

Email: kolaraz@msn.com