

## **Crested Butte Mt. Heritage Museum Rental Agreement**

Thank you for considering the Crested Butte Mt. Heritage Museum for your event. Please read the information carefully before choosing our site for your event, and feel free to contact the Museum with any questions before signing the rental agreement. Our phone number is 970-349-1880. We require a paid deposit and signed rental agreement before we are confirmed to host your event.

### **Mission Statement**

The mission of the Crested Butte Mountain Heritage Museum is to preserve and share the uniquely diverse cultural history of the Gunnison Valley. We make the past a living part of the future.

#### Indoor Space

The Museum building can accommodate groups/parties up to 127 people when using only the indoor space. This space includes Tony's Lounge and the Exhibit Room from the Pot belly stove back; some furniture can be moved to adjust according to the number of guests. The Museum Store will stay open during the normal business hours and could overlap with your event. Guests and servers must exercise extreme caution in the building. Many of the building's finishes are historic and irreplaceable as are the exhibits. We suggest that your guests be politely reminded by you when they are invited and again when they enter that they are in a Museum which normally allows no food or drinks. We ask that you assist us in asking your guests not to lean on, leave drinks on, or touch the exhibits. Smoking of any kind is prohibited in the Museum.

A number of different setups/arrangements with rented tables have been used for previous events, so your event needs will determine many of the details of your rental of the Museum. Chairs and tables as well as linens and dishes will need to be rented from a local business.

#### Outdoor Space

The Garden area is a lovely space for receptions with cocktails and appetizers or for parties like teas and bridal showers. Food and refreshments may be served at your event on the condition that you, your guests, and your servers are familiar with our policies. A Museum staff person will be at the event to guide you through our policies. If you use the building as well, all guests must enter and leave the garden by way of the alley door in the back of the building. This is to ensure that the Museum follows the no alcohol on town property rule.

Your event may require caterers, entertainers, and helpers who will need appropriate access to the Museum. They are welcome to come to the Museum to see the space at any time before your event. The Museum has a small kitchen that you or your caterer may use. Complete clean-up is required after the event. We ask that you have individuals available to sweep and/or vacuum, remove trash and recyclables from the premises, and clean the kitchen area and bathrooms. Renter is responsible for making sure enough garbage bags and receptacles are provided. In the unlikely event that any spills occur on the Museum's case work, they must be cleaned with appropriate supplies, since some products will scratch the cases. We provide cleaning supplies, etc.

You will be held liable for any damages that occur during your event. It is your responsibility to leave the Museum and/or the Garden in the same condition in which you found it. The cleanup arrangements section of the contract must be completed. Cleanup must occur the day of the event or may finish before the Museum opens the following business day. Arrangements to finish the cleanup the next morning must be made prior to the event. If cleanup does not occur, you will be billed an additional fee determined on a case by case basis. Please identify a person—your caterer/event planner, yourself or someone else—as the designated clean up contact. Museum staff will work directly with this person on all cleanup related issues and ensure a great experience for all involved.

Please be aware that decorations, banners, and other visuals must be approved by Museum staff before your event. Decorations, banners, and other visuals must not detract or interfere with existing exhibits or damage the building's historic surfaces. We reserve the right to request a Certificate of Liability from renters. Candles are not permitted in the Museum.

Our fees for rentals are outlined below. The hourly rate begins and ends when our employee facilitates the beginning set up for you and when they leave at the close of the event.

## **Fee Schedule**

Administrative Fee (Due at signing) (non-refundable)	\$50
Refundable cleanup deposit (Due at signing)	\$250
Hourly Rent (Including time for Set Up/ Tear Down)	\$100
*Minimum rental 2 hours	

When cleanup is completed, that deposit will be used toward the entire bill. The remaining money due will be collected at the end of the event.

### Additional Costs

If the Museum is not cleaned to the satisfaction of the staff there will be an additional costs involved

Additional fees for closing the Museum during regular business hours will be charged if the renter wishes to have the entire building for their event. Typically, the Museum Store will remain open during our regular business hours. If the renter wishes to have exclusive use of the entire building, an additional fee will be charged to compensate for loss of sales revenue for the Store.

An employee of the Museum will monitor the event to provide assistance regarding the facility and to protect the exhibits. We reserve the right to ask guests to leave if they are behaving inappropriately.

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I have read this information and will be responsible regarding the facility and my financial obligation for \_\_\_\_\_  
Name (Print) \_\_\_\_\_ Date: \_\_\_\_\_  
Signature \_\_\_\_\_

Contact Information (Please Print)

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Figure 1. (a) A schematic diagram of the experimental setup. (b) The optical image of the sample. (c) The optical image of the sample under the illumination of a laser beam. (d) The optical image of the sample under the illumination of a laser beam with a lens.

Date and time of the event:

Clean up is arranged with:

Signature of CBMHM representative: