

# 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. Please contact the Museum with any questions before signing the rental agreement. Our phone number is 970-349-1880.

A paid deposit and a complete signed rental agreement are required to hold the Museum for your event. If you are working with an event planner or coordinator, they must read, initial and sign the agreement prior to the event as well.

## 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.

## Fees

Our fees for rentals are outlined below. The hourly rate begins the moment set up is initiated and ends when the museum representative approves completion of break down and clean-up and all.

### Fee Schedule

Administrative Fee (Due at signing) (non-refundable)	\$50
Refundable cleanup deposit (Due at signing)*	\$250
When cleanup is completed and approved by the designated museum representative, the deposit will be used toward the entire bill. <b>The remaining money due must be collected at the end of the event.</b>	
Hourly Rent* (Including time for Set Up/ Tear Down) (due night of the event)	\$100
*Minimum rental 2 hours	

### Additional Costs

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

Maintenance or Clean up                      The usual 100/hr facility rental fee plus an additional \$25/hr

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. Inquire at the museum for more details.

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Renter Initial

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Event Planner  
Initial

## Cancellation Policy

In the unfortunate circumstance that you must cancel your reservation, the following deposit reimbursement schedule applies:

30 or more days from the event	Full Refund
Between 7 and 30 days from the event	½ Refund
Within 7 days from the event	No Refund

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## Indoor Space

The Museum building can accommodate groups/parties up to, and no more than, 127 people when using only the indoor space. Please be advised that the museum representative on duty has the right to turn any guests away once maximum occupancy is reached. 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. If not agreed otherwise, 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. Be advised that the renter will be responsible for any damage to the building or 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.

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## 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.

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Your event may require caterers, entertainers, and helpers who will need appropriate access to the Museum. We encourage them to come to the Museum to see the space at any time before your event.

## Not Provided for Rentals

We at the Museum are happy to assist in assuring a successful rental. However, we are not event planners and will not be able to assist with all requests.

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 brought in by you. You may choose to rent these items from a local provider. The renter is responsible for organizing the drop off and the pick-up of rented items the same night or by business opening next morning, upon approval ahead of time. Renter is responsible for making sure enough garbage bags and receptacles are provided. Renter is also responsible for disposing of all trash and recycling off site. You may be able to work this out with the catering company you choose to work with, but it is the renter's responsibility to have a plan in place. The local Waste Management may assist you with trash receptacles and pick up as well. The Museum is not equipped with a built in sound system. Upon approval of a separate application and fee schedule, a PA system may be available. Please inquire with the museum for more information.

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Event Planner  
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## Cleaning Requirements

Renter is responsible for ensuring the facility is cleaned at the end of the event before leaving. This can either be organized by the party itself, the event planner or the catering company. The plan must be worked out and communicated to the Museum prior to the event and included at the end of this contract. Museum staff will work directly with this person on all cleanup related issues and ensure a great experience for all involved. 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.

### Cleaning List

- Exhibit room swept and mopped
- Tony's Lounge from stove back swept and mopped
  - Kitchen swept and mopped
  - Any additional rooms used swept and mopped
- All trash and recycling contained and removed from premise
- All dishes removed or organized and ready for pick-up in kitchen
- All tables and chairs taken down, organized and ready for pick-up
  - Bathrooms cleaned
- Surfaces wiped down with approved supplies if any spills occur
- DO NOT ASSUME WIPING SURFACES WITH WATER AND PAPER TOWEL IS APPROPRIATE.  
Particular cases require special cleaning supplies
- If used, the outdoor areas (front sidewalk, garden) must be cleaned up as well including all trash

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## Provided for Rentals

The Museum has a small kitchen that you or your caterer may use. There are also available bathrooms for your guests. Complete clean-up is required after the event and cleaning supplies are provided.

Please be aware that decorations, banners, lighting fixtures and other visuals must be approved by Museum staff before your event. Decorations, banners, lighting fixtures 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 Insurance from renters. Candles are not permitted in the Museum.

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 the event.

**Renter Name** (Print) \_\_\_\_\_

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Renter Contact Information** (Please Print)

Mailing Address \_\_\_\_\_

Phone (h) \_\_\_\_\_ (c) \_\_\_\_\_ (w) \_\_\_\_\_

**Planner Name** if applicable (Print) \_\_\_\_\_

**Planner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Planner Contact Information** (Please Print)

Mailing Address \_\_\_\_\_

Phone (h) \_\_\_\_\_ (c) \_\_\_\_\_ (w) \_\_\_\_\_

Date and time of the event: \_\_\_\_\_

Clean up is arranged with: \_\_\_\_\_

Clean up phone number (if not planner or renter): \_\_\_\_\_

Signature of CBMHH representative: \_\_\_\_\_ **Date:** \_\_\_\_\_