



1324 West Clay
Houston, Texas 77019
Phone 713-522-4652. Fax 713-522-5694

FACILITY RENTAL AGREEMENT

The Printing Museum is delighted to offer its unique facilities for the use and purposes of outside parties. Any individual, group, organization, or corporation is eligible to apply for use of the facility for special events. Fundraising events must be approved by The Printing Museum's executive director or designated representative.

By this agreement, the Client does contract with The Printing Museum, hereafter referred to as the Museum, to use the Museum facilities on the below date. The Client agrees to abide by the policies and conditions outlined in this agreement.

CLIENT INFORMATION

Organization/Group: _____
Name of Event Coordinator: _____
Street Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

EVENT DESCRIPTION

Date of event: _____
Time event begins: _____ Time event ends: _____
Time set-up begins: _____ Time cleanup ends: _____
Type of Event: _____
Number of guests expected: _____

RENTAL FEES

Rate is for 3 hours and is prorated thereafter. At no additional charge, the Client is provided one hour before the event for setup and one hour after the event for takedown and clean-up. If more time is needed for setup, additional time may be rented at a rate of \$100 per hour. All events must end no later than 11:00 PM, not including time for clean-up.

Classroom	\$100	_____
Theater	\$350	_____
Theater, Reception Gallery, and Kitchen	\$500	_____

Spaces below include use of the Kitchen and Reception Gallery

J.V. Burnham Print Gallery	\$700	_____
New Gallery	\$700	_____
J.V. Burnham Print & New Gallery	\$1,000	_____

Entire Museum
(All above listed spaces plus Permanent Collection Galleries)
Rate based on
event needs

Additional services

Artists fees to run printing equipment at \$85 per hour
\$85 for ___ hours _____

Fees for Security Guard at a minimum of 1 officer for every
50 guests in attendance for events held after 5:00 pm
**depends on availability and current rate*
\$40 for ___ officers
for ___ hours _____

Tablecloths \$17 ea. for ___ tablecloths _____

Additional Time for Setup \$100 for ___ hours _____

Cleaning Service \$75-150 for ___ hours _____

TOTAL COST: \$ _____

Refundable Damage Deposit _____ \$500

RENTAL PROCEDURES

To ensure that you and your guests have a good experience while at The Printing Museum, please read the following information regarding our rental procedures and policies and initial where indicated.

Payment & Cancellation

To book an event at the Museum, a non-refundable deposit of 25% of the rental fee and a \$500 refundable damage deposit are required along with this signed agreement. The remaining balance is due 5 business days prior to your event.

Written request for a change of date or cancellation must be received by the Museum at least 5 days prior to the scheduled event. Cancellation of the event by the Client 5 days or more prior to the scheduled event will result in all fees refunded except for the non-refundable deposit. Cancellation of the event by the Client less than 5 days prior to the scheduled event will result in forfeiture of all fees and deposits paid.

Initial: _____

Damage Deposit

A \$500 damage deposit is required upon booking and is fully refundable as long as no damages occur to the Museum and as long as the agreement is not violated. The \$500 damage deposit will be refunded to the Client in the form of a check 10 business days or less after the date of the event. The Client is liable for any damage to the Museum facilities and collections as the result of the event. The Client understands that if all conditions specified in this agreement are not met, the \$500 damage deposit will be forfeited and further penalties may be assessed. Please refer to the Clean-up Policy on page 6 of this Agreement for more information.

Initial: _____

Equipment

Museum staff will set up tables and chairs for normal event functions and will remove them after your event. Please see the Facility Rental Information sheet for the number and dimensions of tables and chairs available. If renting the Theater, the Museum offers audio-visual equipment including a digital projector, DVD player, podium, and microphone.

If renting tables and chairs from an outside vendor, the Client or Vendor is responsible for setup.

Initial: _____

Tables, chairs, AV equipment requested:

RENTAL POLICIES

Caterer

Catering services are not provided by the Museum. The Client can provide their own or arrange for a caterer. The Client must obtain written approval from the Museum regarding the choice of Caterer prior to retaining their services, and the Museum reserves the right to approve any Caterer in its sole discretion. Catered functions require that the caterer clean the kitchen and event areas after the Client's function.

For groups of 50 or more, the Museum may require that the Client hire 2 or more professional servers or wait staff to serve and clean as needed during and after the event. This will depend on the nature of the event and the number of people attending.

Name of Caterer: _____
Contact Person: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____
Time caterer arrives: _____ Time caterer leaves: _____

Beer and wine only may be served by a licensed bartender and done so in accordance with all applicable laws. Other alcoholic beverages, including mixed drinks or liquor, are not allowed. The Client must comply with all city and state laws, rules, and regulations concerning alcohol consumption.

Identification as to legal age for alcohol consumption will be required. Minors are not allowed to consume alcohol on the Museum grounds even with parent supervision. Security or staff may decide to limit the alcohol consumption of anyone. Persons determined to be intoxicated may be escorted off the premises and arrangements made to be sent or taken home by a designated driver, commercial transportation, or local law enforcement if necessary.

All groups and caterers are required to follow these rules:

All food must be cooked off-site and brought into the museum. Heating ovens may be set up in the kitchen, and the Museum's oven and microwave may be used to heat food. Electric hot trays may be set up in the Reception Gallery only. Flame-heated warming pans are not permitted in the museum.

Groups using the Exhibition Galleries for meetings where meals or refreshments are served are asked to bring in food that does not require heating. Such items may be set up for service within the meeting area.

The Museum requires that the Caterer provide a written confirmation and certificates of acceptable minimum limit insurance in favor of and naming as an additional insured the Museum of the following types of insurance at least 10 business days prior to the Event:

1. Texas Worker's Compensation with Employer's Liability Limits of at least \$500,000.00
2. Commercial Automobile Liability Insurance with at least \$500,000.00 Combined Single Limits.
3. General Liability Insurance with at least \$1,000,000.00 limits. If alcohol is served in connection with the Event, Caterer shall have a State of Texas Liquor License, Liquor Liability Insurance with a limit of at least \$500,000.00 per occurrence, certified bartender's license for each person serving liquor and written proof of completion for each liquor server from the State of Texas Department of Tobacco Alcohol and Firearms required training course.

Initial: _____

Liability

The Museum has made no warranties whether expressed or implied and has no liability and is not responsible for security to the Client, Caterer, or their guests, employees or agents, or their person or property. The Client and Caterer do hereby jointly release and indemnify Museum from any liability, expense, demand or claim of any kind, including property damage, loss of any kind, bodily injury or even death arising out of or connected with the use, possession or occupation of the Museum or any facilities as described in this Agreement, regardless of any fault, neglect, negligence of any kind or intentional act of any party, including the Museum.

Initial: _____

Decorations

No collection or exhibition materials can be moved or removed from the walls, and no decorations may be attached to the Museum walls.

The use of confetti, glitter, rice, birdseed, and loose flower petals are prohibited. The use of candles, fireworks, sparklers, and other flame sources is also prohibited on the premises. Floral arrangements must be complete when they are delivered. Construction on site is not permitted.

All decorations must be picked up at the end of the event. The Museum assumes no liability for any property not removed immediately after the event.

Initial: _____

Clean-up

The Museum staff is not responsible for setting up or breaking down any equipment, decorations, or other items that are not the property of Museum. The Museum can provide cleaning services at a rate of \$75-\$150, depending on the nature of the event.

Museum premises must be restored by the Client to the same condition in which they were received, in order to receive the full refund of the damage deposit. This includes all trash properly disposed of outside the Museum premises. Please be aware that carpet stains resulting from food and beverage service may cause your group to be charged extra clean-up fees.

In the event the premises are not left in appropriate condition, the Museum reserves the right to bring in janitorial staff the following morning to complete such clean up. Based upon the assessment of the janitorial staff and the Museum's authorized representative, the Client shall either forfeit the damage deposit or promptly reimburse the Museum for such costs.

Initial: _____

Photography

Flash photography is not allowed inside the Museum. Please speak with the Rental Events Coordinator about the permissible areas in the Museum for non-flash photography. If hiring a professional photographer, please provide the following information:

Name of photographer: _____

Phone Number: _____

Email: _____

Initial: _____

Safety & Security

Security for all events after 5 p.m. is mandatory and may be required during the day depending on the size and nature of the event. The Museum can assist the Client with security at a rate of \$40 per hour.

Firearms of any kind are not allowed in the Museum building or on Museum property.

Smoking is not permitted anywhere inside the building. Smoking is permitted only outside in designated smoking areas.

Persons will be asked to leave the building for attempting to enter an area of the building that is secured, for smoking anywhere in the building, for carrying firearms of any kind, for

appearing unruly or intoxicated, or for not being a member or guest of your organization or function.

Initial: _____

General Provisions

This Agreement may be changed or modified only in writing signed by authorized representatives of the Client and Caterer and the Rental Events Coordinator. Any interpretation of this Agreement will be under the State of Texas laws and is performable in Harris County, Texas. If the Client or Caterer violates the Agreement then the Museum may pursue any claims it may have and recover, not only its damages, but also, legal fees and court costs if that becomes necessary. This Agreement does not give the Client or Caterer the right to assert, claim or infer that the Museum and the use thereof constitutes endorsement or support of any charitable cause, political candidate, issue or cause, or Client's activities.

Client Signature: _____ Date: _____

Caterer Signature: _____ Date: _____

Rental Events Coordinator Signature: _____ Date: _____

Effective October 1, 2003, updated January 15, 2015