



BIRTHDAY PARTY RENTAL AGREEMENT

Birthday Party for: _____

Event Date: _____ Time from: _____ Time to: _____

Event Space(s) to be used: _____

Estimated Guest Count: _____

CONTACT INFORMATION

Renter: _____

Mailing Address: _____ City: _____ Zip: _____

Phone: _____ E-mail: _____

FEES AND CHARGES

Rental Fee: \$50/hr X _____ hrs \$ _____

Catering Kitchen: \$75 \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

TOTAL DUE \$ _____

ITEMS INCLUDED WITH RENTAL

1. Use of specified event space for birthday party activities
2. Goodie bag for each child in attendance at the party
3. FREE admission to the Museum, immediately following the birthday party, for each child in attendance, if accompanied by an adult.

AMOUNT PAID: \$ _____ DATE PAID: _____

Wenatchee Valley Museum & Cultural Center Facility Use Policies and Procedures

Initial

- _____ 1. Rental includes only the areas available for use and includes set-up and clean-up times.
- _____ 2. Maximum of 15 children per birthday party, with a minimum ratio of 1 adult per 4 children.
- _____ 3. Renters shall be at least 21 years of age and shall be present during the event. The person signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental event. The Renter is responsible for the actual cost of repairs for any and all damages to facilities or grounds during the rental event. Up to a 15% administrative charge may be assessed in addition to the cost for repairs.
- _____ 4. If Renter does not arrive at the designated time, WVMCC Staff will leave the premises after one hour. Renter will be charged for a minimum of two hours.
- _____ 5. Renter is responsible for the supervision and control of the individuals attending the birthday party, to prevent injury and ensure safety before, during and after use of the facility. WVMCC Staff reserve the right to intervene if it is deemed that birthday party supervision is inadequate.
- _____ 6. There may be an exhibit in the main gallery or the display cases during your event, so please be respectful of other guests visiting the Museum.
- _____ 7. The Museum is a unique community space tasked with storing and displaying our community heritage. Running and/or excessive horseplay in the Museum is not allowed.
- _____ 8. Additional equipment brought in by the renter must be pre-approved by the WVMCC.
- _____ 9. Decorations may not be attached to walls, windows, ceilings, etc.
- _____ 10. Rice, birdseed, confetti, or glitter is not permitted inside or on the ground of the Wenatchee Valley Museum & Cultural Center.
- _____ 11. Use of candles or any other types of open flames are strictly forbidden.
- _____ 12. Any additional materials brought by the Renter, including food and beverages, decorations and miscellaneous materials must be removed at the conclusion of the birthday party. The WVMCC is not responsible for items left behind.
- _____ 13. If Renter has reserved the kitchen, the kitchen must be cleaned before leaving. (Please see attached Event Kitchen Checklist.)

INDEMNIFICATION AGREEMENT

The Renter agrees to defend, indemnify and hold harmless the Wenatchee Valley Museum and Cultural Center, its employees and agents from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted use.

Signature _____

Date _____

Printed Name _____

Event Kitchen Checklist

Date _____

Event Name _____

	<i>Pre-event (Anna)</i>	<i>Post event (Event Staff)</i>	<i>Comments</i>
Stove top burners & ovens off		<input type="checkbox"/>	_____
Stove top clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
Large oven clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
Side oven clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bottom oven drawer clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
Refrigerator clean & empty	<input type="checkbox"/>	<input type="checkbox"/>	_____
Freezer clean & empty	<input type="checkbox"/>	<input type="checkbox"/>	_____
Floor Clean	<input type="checkbox"/>		_____
Sign posted on door for janitor to clean kitchen		<input type="checkbox"/>	_____
Counters clean & cleared off	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dishwashers empty	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sinks cleaned	<input type="checkbox"/>	<input type="checkbox"/>	_____
Microwave cleaned	<input type="checkbox"/>	<input type="checkbox"/>	_____
Oven fan off		<input type="checkbox"/>	_____
Heat/AC fan off		<input type="checkbox"/>	_____
Supplies needed			
Dish soap	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dishwasher soap	<input type="checkbox"/>	<input type="checkbox"/>	_____
Towels	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hot Pads	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bleach	<input type="checkbox"/>	<input type="checkbox"/>	_____

Staff Initial _____ _____

Additional comments, repairs, damage, breakage noticed:

After event please return to Dawn