

Favell Banquet Museum Rental Rate, Capacity 150

Weekend Rental Rate (Thursday – Sunday)	\$500 (due at signing, non-refundable)
Weekday Rental Rate (Monday – Wednesday)	\$350 (due at signing, non-refundable)

Tables/Chairs Rental (each):

- Round Tables, 5 foot (10 available) \$10
- Rectangle Tables 6 foot (6 available) \$10
- Folding chairs (93 available) \$1

After Hours Fee: \$40 per hour before/after museum business hours (*Tuesday – Saturday; 9 AM – 5 PM*)

Payment Schedule:

- Rental fees are due upon reservation.
- Additional fees, deposit, and proof of insurance must be paid in full/submitted at least one week in advance of your event. Under no circumstances will access be given to museum property until finalized.
- A credit card is required to be kept on file to cover any remaining balance upon the conclusion of your event – this includes additional assessed cleaning fees, as well as fees for damages.
- Rent paid prior to your event per payment schedule is NON-REFUNDABLE.

Event Hours: You may set up and clean up before and after your event at no additional charge during regular business hours. You and your guests must be off the premises no later than 10:00 PM, or additional charges will be assessed.

Cleaning and damage policy – A credit card must be kept on retainer for damages and/or additional cleaning. Required for all events. Banquet room/grounds will be examined by staff before departure at the end of your event. If damage is noted, your card will be charged an additional \$200.

It is also expected that the room should be returned to the same condition as when the tenant took possession. Tables and chairs should be wiped down and put away. Garbage must be removed. Floors should be swept, etc. Although most clean up can occur on your scheduled cleanup day, ALL garbage must be placed in outdoor garbage cans prior to your departure the day on the event. Our cleaning service does the final mopping of the floors and the general surface cleaning. Any additional required cleaning will result in your credit card being charged an additional \$200.

Alcohol Service – If alcoholic beverages are served on the premises, they must be served by an OLCC licensed server. Proof must be provided.

Certificate of Liability: The renter must provide the Favell Museum with a certificate of liability insurance in the amount of \$1,000,000 (one million) dollars naming the Favell Museum as the additional insured for the period of 8 AM to 12 AM on the day of the event. The certificate is due 30 days prior to your event. The Favell Museum will not be held liable for any loss or damage to you or your guests' personal property caused by an act of God, any third party's willful negligence or any accident not caused by an employee of the Favell Museum. The Favell Museum is not responsible for any personal or other rental items stored or left on the premises. You may email your certificate of liability to the museum at: favellmuseum@gmail.com

I agree to the terms outlined above as they relate to my Banquet Room Rental Contract with the Favell Museum

Signature_____ Date_____