



ROOM RENTAL FACILITY AGREEMENT

Room Rental proceeds support the Northwest Montana History Museum!

Days & Dates of Events _____

Group/Event Name: _____

Group Contact: _____

Mailing Address: _____

City, State, Zip: _____

Contact Phones: _____ **Cell:** _____

Email: _____

LOCATION OF EVENT

____ Hollensteiner-Stahl Hall Hours _____ Dates _____

____ Swanberg Classroom Hours _____ Dates _____

____ Conference Room Hours _____ Dates _____

____ Lawn Hours _____ Dates _____

***Arrival Time:** _____ ***Departure Time:** _____ **Actual Event Start & End Time:** _____

Must include adequate time for set up and clean up

Total # of hours: _____

Approximate Number of Attendees (internal use only): _____

INTERNAL USE ONLY:	
Event During Museum Hours? Y N	Date of \$50 Deposit Received: _____
Is Renter Museum Member? Y N	Total Amount Paid Prior to Event: _____
If so, percentage off total cost: _____	Additional Charges Incurred: _____
Date of Contract Received: _____	Remainder to be Invoiced: _____
CREDIT CARD in case of cancellation: _____ exp. ____/____ CVV _____	

MUSEUM RENTAL PACKAGES (Hollensteiner-Stahl Hall and Swanberg Classroom)

Optional Features Included in Cost of all Packages

SINGLE ROOM PACKAGE

Optional Features Included with no additional cost:

Kitchen Access
Projector
Screen
Sound System
Podium
Coffee Machine (Coffee, cups etc. not provided)

**RATE: \$200.00 for 3 hour block
\$ 50.00 ea. additional hour**

**501 c(3) NONPROFIT RATE: \$150.00 for 3 hours
\$ 40.00 ea. Additional hour**

TWO ROOM PACKAGE

*Optional Features Included with no additional cost:
(Also includes all optional features included in
single room package)*

Exclusive Kitchen Access
Museum Galleries Open
4' x 8' Platform, 16" high
Baby Grand Piano
(cannot be moved from Hollensteiner-Stahl Hall)
Custom Beer and Wine Requests
(renter buys surplus at cost after event &
the Museum will receive \$4 from each
beverage sold during the event)

\$200.00 Refundable Cleaning Deposit
*Everything must return to original condition or
charges will incur*

**RATE: \$500.00 for 3 hour block
\$150.00 ea. additional hour**

**501 c(3) NONPROFIT RATE: \$350.00 for 3 hours
\$ 100.00 ea. Additional hour**

**Time for set up and clean up included in rates;
renters must adhere to reservation or be
charged accordingly**

**All Events Must Be Held Between 7am and
10pm**

**Rates for events spanning multiple consecutive days and recurring events may be negotiable;
please contact the Museum at 406 756 8381.**

**MUSEUM BARTENDER is available for \$45.00 per 3 hour block, \$20.00 per ea. additional hour
Beer and wine-only through the Museum at \$5.00 per beer or glass of wine, with proceeds
benefiting the Museum.**

***No hard liquor is allowed under the Museum's special, limited liquor license, unless the
event is catered, in which case the caterer must have an endorsement on their all-beverage
license, a copy of which must accompany the contract.**

**Corkage Fee for alcohol through Caterers: \$45.00 per 3 hour block per room, \$20.00 per ea.
additional hour.**

Equipment Available, check equipment needed:

- | | |
|--|--|
| <input type="checkbox"/> 5'-Foot Rectangular Tables (2) | <input type="checkbox"/> 2 ½'-Foot Square Tables (7) |
| <input type="checkbox"/> 6'-Foot Rectangular Tables (20) | <input type="checkbox"/> Blue Chairs (130) |
| <input type="checkbox"/> 8'-Foot Rectangular Tables (1) | <input type="checkbox"/> Podium/Lectern (1) |
| <input type="checkbox"/> 60" Large Round Tables (8) | <input type="checkbox"/> DVD/ Blu Ray(1) |
| <input type="checkbox"/> Resin White Chairs (80) | <input type="checkbox"/> Projection Screen |
| <input type="checkbox"/> Sound System | <input type="checkbox"/> Coffee Maker (Coffee, cups etc not inc) |
| <input type="checkbox"/> Kitchen area | <input type="checkbox"/> Projector |

Equipment Available for Two-Room Rental, check equipment needed (may be added to single room packages for an additional fee):

- | | |
|--|--|
| <input type="checkbox"/> 16"-Inch Risers 4' x 8' | <input type="checkbox"/> Yamaha Baby Grand Piano |
| <input type="checkbox"/> Galleries Open | <input type="checkbox"/> Custom Beer and Wine Requests |

See the diagram on page six and have a general idea in mind for set-up layout. A Northwest Montana History Museum representative will be in contact to help plan the event.

CONFERENCE ROOM RENTAL

396 sq feet, carpeted with large conference table that seats 10, & elegant sofa seats 6
No additional set up/optional features. Must be during business hours - 8am – 6pm, M-F
The conference room will be private but not closed off, it is adjoining several active NWMTHS offices

RATE: \$25.00 per hour

501 c(3) NONPROFIT RATE: \$20.00 per hour

LAWN RENTAL

(LAWN ONLY - The Museum will provide and set up tables and chairs for an additional \$150)

Daylight Hours only. Museum will be open for bathrooms only. Electric Hookup provided.

RATE: \$125.00 for 3 hour block

\$ 25.00 ea. additional hour

MUSEUM BARTENDER is available for \$45.00 per 3 hour block, \$20.00 per ea. additional hour

\$_____ RENTAL PACKAGE (Museum members save on one event Room Rental a year!)

\$_____ BARTENDER FEES (Optional)

\$_____ ESTIMATED TOTAL*

**Additional charges incurred on the date of the event will be added to this total before billing.*

PLEASE READ THE FOLLOWING CAREFULLY:

The Northwest Montana History Museum will be in contact the business week that this contract is received to discuss set-up layout and any other specifications. All equipment listed on the previous page will be set up prior to the event by Northwest Montana History Museum staff. Set up requests that are made less than one business day before the event will be charged to cover Museum costs.

A non-refundable deposit of \$50 per room or \$50 for the lawn is required to process the application and hold your rental reservation. If no additional charges for cleaning or overages incur, this amount will be applied towards rental charges.

The balance of rental charges will be billed immediately after the event and payment in full is due no more than 30 days from the date of billing.

In the event of cancellation less than 7 days before the event, a charge of 25% of the total will be billed. In the event of cancellation 1 day before the event, 50% of the total will be billed and any last minute set up requests will be charged accordingly.

The credit card on file will only be charged in event of cancellation unless otherwise authorized by the renter.

All Audio/Visual equipment provided by the Museum is tested before events and operational. However, the Museum is not responsible for hooking up computers, media players, or other technologies to the projector or sound system prior to or during the event.

A designated representative from the renting party must be appointed as contact person during the event.

Daytime rental activities must not interfere with the enjoyment of Museum visitors.

No food or drink is allowed in the four main museum galleries.

Museum will not be altered to accommodate events. Piano is not to be moved out of the HSH Room.

All event decorations and signs must be freestanding. No taping or tacking to walls.

Service providers and guests will not be admitted to the Museum before the time contracted and are expected to depart at the time stated on this agreement.

The Museum is not responsible for damages to, or loss of, items left in the Museum or its grounds prior to, during, or following an event.

The renter is responsible and shall reimburse the Museum for any damage, loss, or liability occurring at the Museum or on the Museum grounds as a result of the conduct of the renter, the renter's guests, or any persons or organizations contracted by the renter to provide services for the event. Rooms must be left in the same condition as when rented.

Renters using kitchen facilities should take care not to let any of the following go down the drains: cooking grease, salad dressing or food stuffs of any kind. Renter will be charged for plumbing costs to unplug clogged drains.

If a refundable cleaning deposit is not asked for prior to the event, please be aware that you will be charged after the event for any necessary clean up or damage.

Renters are responsible for the careful use of the elevator. The door must not be held open by any other means than using the red run/stop key located at the bottom of the operator's panel. Care must be taken to ensure nothing is bumped against either side of the doors. The elevator is not to be used for any purpose other than legitimate transportation between floors.

NO SMOKING allowed anywhere in the Museum or on the Museum grounds. It is the responsibility of the designated representative to inform guests of this rule and to enforce compliance of all guests and service providers.

No use of candles or any open flame allowed due to Montana and International Fire Codes.

To eliminate the risk of pests, only cut flowers are allowed. No potted plants. No food or drink left out overnight. It is the responsibility of the renter to inform caterers of this rule.

Parking: Monday-Friday 2 hour parking is available on 2nd Avenue East, in front of the Museum along with metered parking spots. The North parking lot is by permit only Monday-Friday, 8am to 6pm. NOTE: the North parking lot and other spots are available for parking on Saturdays and Sundays and after 6pm Monday-Friday, as is the lot at Linderman School adjacent to the Museum.

It is the responsibility of the renting party to ensure that all guests comply with state and local laws pertaining to alcohol consumption.

It is also the responsibility of the renting party to address all issues regarding violations of this agreement, or guest behavior deemed inappropriate or dangerous in nature as specified by this agreement.

The Northwest Montana History Museum reserves the right to refuse rental to any group.

I have read this rental agreement and agree to the terms and fees included therein. (A copy of the signed agreement will be sent to you after it has been returned to the Administrative Assistant.)

Signed: _____

Date: _____

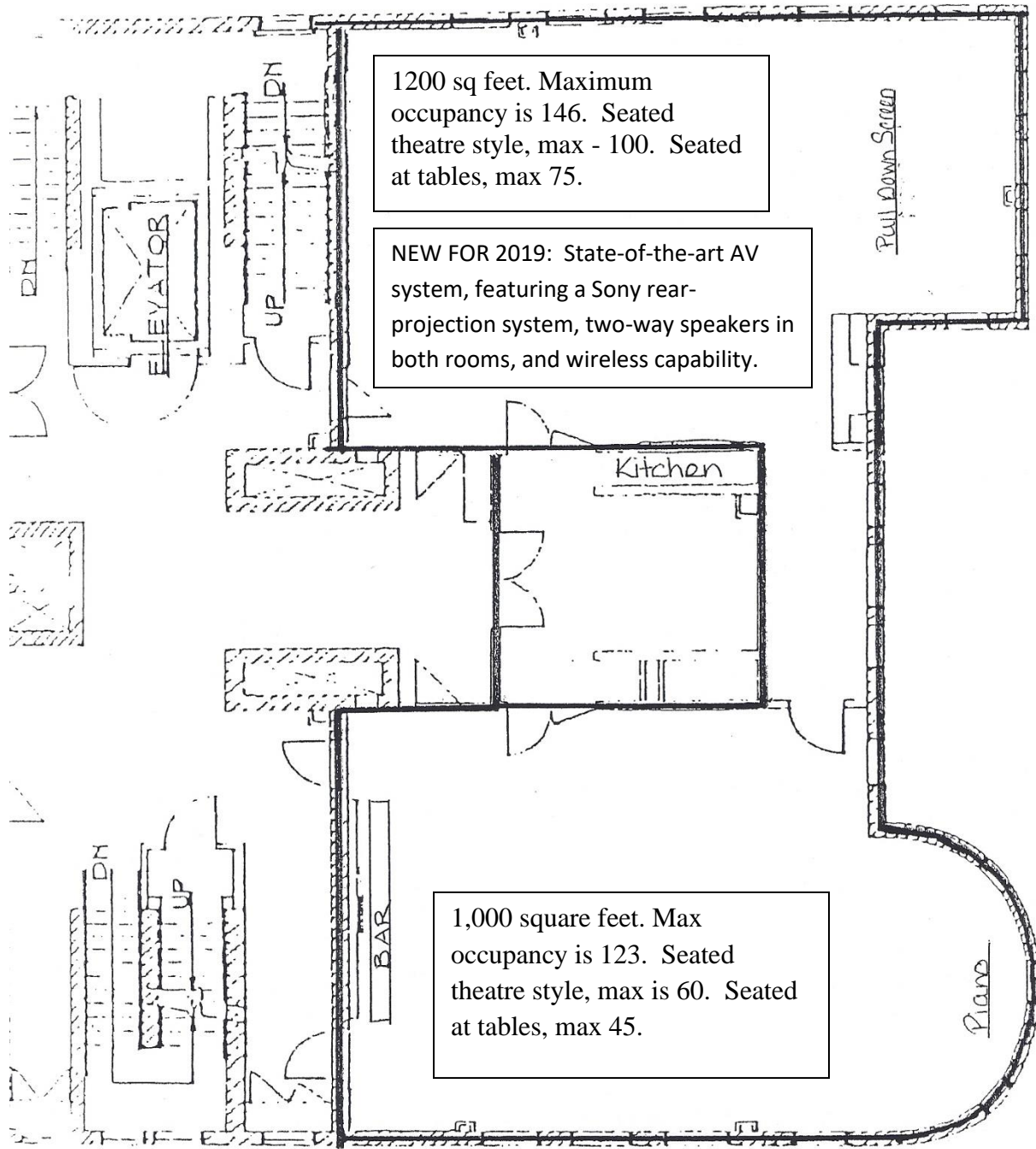
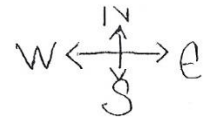
Print Name: _____

Return to: Terri Mattson
Museum Administrator
Northwest Montana History Museum
124 Second Avenue East
Kalispell, MT 59901

email: events@nwmthistory.org

Questions? 406-756-8381

CLASSROOM



Hollensteiner Stahl Hall