



ROOM RENTAL FACILITY AGREEMENT

EVENT DATE(S): _____

EVENT NAME: _____

ATTENDEES (Est.) _____

GROUP NAME: _____

NONPROFIT: Y N EIN _____

CONTACT NAME & PHONE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

MUSEUM MEMBER: Y N

GALLERIES OPEN: Y N (See details on page 2)

REQUESTED ROOM(S): (See details on page 2)

_____ Hollensteiner-Stahl Hall _____ Conference Room

_____ Swanberg Classroom _____ Lawn

ROOM SETUP:

_____ Banquet _____ Theatre

_____ Classroom _____ Other (Draw on page 3)

INCLUDE BAR: Y N

Arrival/Setup Time: _____

Event Start Time: _____

Event End Time: _____

Bar Hours (if Different): _____

Cleanup/Departure Time: _____

AVAILABLE EQUIPMENT:

_____ 2½ ft. Square Tables (7) _____ Podium/Lectern

_____ 6 ft. Rectangular Tables (20) _____ A/V System (Indoor)

_____ 8 ft. Rectangular Table (1) _____ Butler's Pantry

_____ 5 ft. Round Tables (5) _____ Coffee Maker

_____ Blue Banquet Chairs (130) _____ Baby Grand Piano

I hereby acknowledge that I have read and agree to the fees, terms, and policies outlined in this Agreement.

SIGNATURE _____

PRINT NAME _____ **DATE** _____

MUSEUM USE ONLY		
Date Received	_____	
Received by	_____	
	QTY	RATE
3-Hour Block		
Additional Hours		
Premium Hours		
# Bartenders		
Bartender Hours		
Gallery Access Fee		
Lawn Setup Fee		
EST. TOTAL		
DEPOSIT DUE		
PRE-EVENT		
Deposit Paid	_____	
Received by	_____	
POST-EVENT		
Add'l Charges	_____	
Balance Due	_____	
Invoice Date	_____	
Invoice #	_____	
CREDIT CARD GUARANTEE		
Card #	_____	
Exp	_____	CVV _____
Billing ZIP	_____	

Return to: NW MT History Museum
 124 2nd Ave. E.
 Kalispell, MT 59901
 events@nwmthistory.org
 406-756-8381 option 5

SECOND FLOOR ROOMS

SWANBERG CLASSROOM

3-hour minimum required
1,200 square feet
Max occupancy: 143
Max occupancy (theatre): 100
Max occupancy (banquet/classroom): 75
Projector and retractable screen
Sound system with mic (advance testing req.)

HOLLENSTEINER-STAHN HALL

3-hour minimum required
1,000 square feet
Max occupancy: 127
Max occupancy (theatre): 60
Max occupancy (banquet/classroom): 45
Sound system with mic (advance training req.)
Baby grand piano
1800s bar

Both second-floor rooms include access to a butler's pantry with sink, countertop, coffee maker, and limited refrigerator/freezer space. Coffee, dishware, serveware, and utensils are not provided.

One bartender required per 75 attendees, each at a rate of \$75 for the first three-hour block, then \$40/hr.

REGULAR RATES

Weekdays (10am-5pm)	Standard Rate	Nonprofit Rate
3-Hour Block Minimum	\$225	\$175
Additional Hours	\$80/hr.	\$60/hr.

PREMIUM RATES

Weekends; weekdays (8-10am, 5-9pm)	Standard Rate	Nonprofit Rate
3-Hour Block Minimum	\$350	\$275
Additional Hours	\$120/hr.	\$100/hr.
Gallery Access (indoor events only)	\$200	\$200

THE LAWN

This includes electrical hookup and indoor bathroom access. Museum admission, water hookup, an A/V setup, and extension cords are not provided. This space is only available during daylight hours.

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Weekdays (10am-5pm)	Standard Rate	Nonprofit Rate
3-Hour Block Minimum	\$225	\$175
Additional Hours	\$80/hr.	\$60/hr.

PREMIUM RATES

Weekends; weekdays (8-10am, 5-9pm)	Standard Rate	Nonprofit Rate
3-Hour Block Minimum	\$350	\$275
Additional Hours	\$120/hr.	\$100/hr.
Tables & Chairs Setup	\$200	\$200

CONFERENCE ROOM

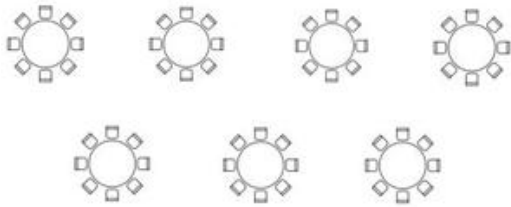
Located in the museum basement, the conference room is secluded from the public. It is semiprivate, adjoining museum staff administrative offices.

396 square feet
Max occupancy: 10
Boardroom seating only
Available M-F (10am-5pm)
Premium for outside of museum hours

RATES

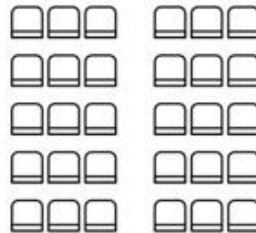
Standard: \$50/hr.
Nonprofit: \$30/hr.
Premium: \$80/hr.

COMMON ROOM SETUP OPTIONS



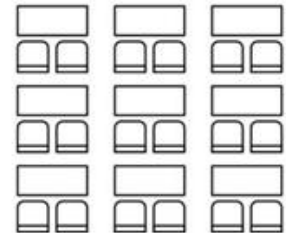
BANQUET

Chairs around tables, dispersed through room



THEATRE

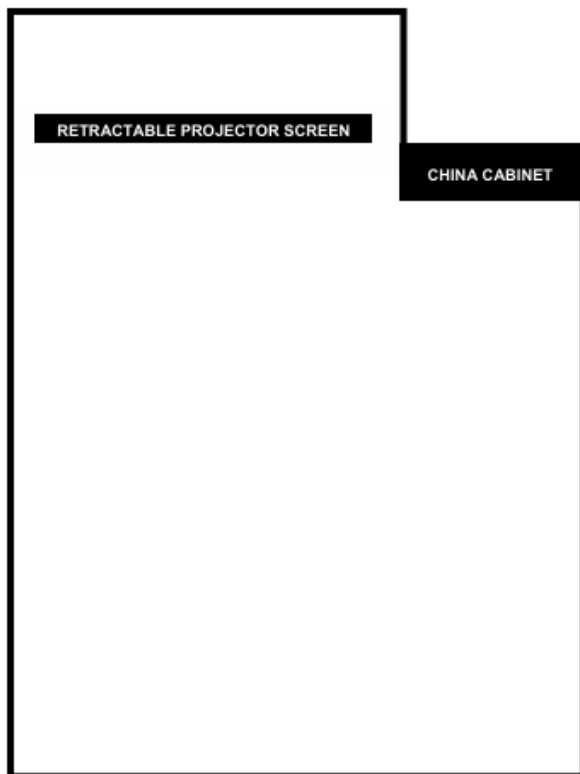
Chairs in rows/aisles, facing one direction



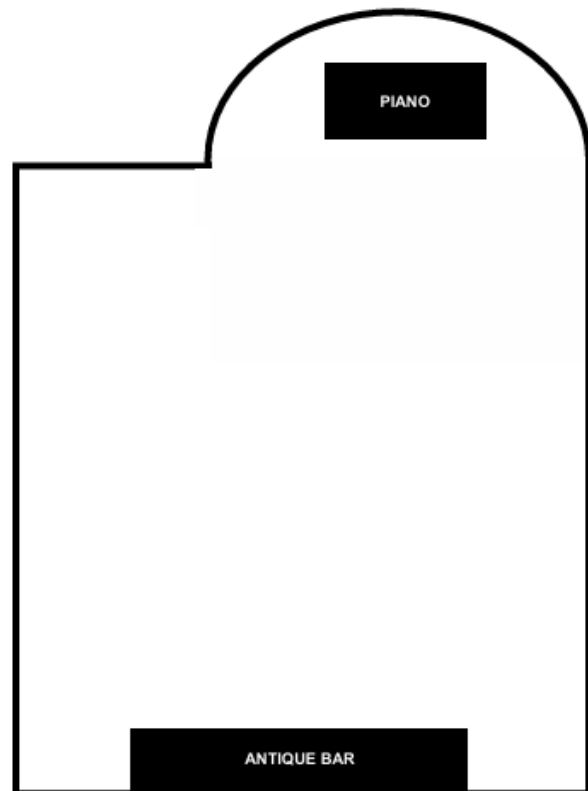
CLASSROOM

Chairs at tables/desks, facing one direction

DRAW YOUR OWN ROOM SETUP



SWANBERG CLASSROOM



HOLLENSTEINER-STAHL HALL

EVENT POLICIES

Hours	All events are to be held between 8am and 9pm. Premium hours are those outside the museum's regulator operating hours of 10am to 5pm weekdays. Arrival and departure times are the earliest and latest times that event organizers, guests, and service providers may use rented space(s).
Payment	A 50% deposit of the estimated total cost is required to reserve a space to rent. It is payable using cash, check, or credit card. Balances due will be invoiced in accordance with the terms of this Agreement and are due upon receipt of invoice.
Cancelling	A credit card number is required for a guarantee against cancellation. You will receive a refund for 100%, 50%, or 0% of the deposit for canceling an event at least 14 days, 2-13 days, or less than 48 hours in advance, respectively.
Food & Drink	Food and drinks must remain in the rented room(s) and are prohibited in the museum galleries. Renter(s) are responsible for third party vendor adherence to terms of this Agreement, removal of garbage from the event, ensuring food is not left out overnight in rented room(s), and any plumbing damage caused by improper disposal of food waste.
Alcohol	The Northwest Montana Historical Society is licensed to sell alcohol through its trained bartenders, and offers beer, soft drinks, water, and wine by the glass. Neither hard liquor nor outside alcohol can be sold. Renters are responsible for adhering to laws pertaining to alcohol consumption.
Smoking & Drug Use	Smoking, vaping, and use of other drugs is prohibited on museum premises, even if prescribed and for a medicinal purpose. Renter(s) must enforce adherence to this policy (and pertinent local, state, and federal laws) during the event.
Operations	Renter(s), guests, and event-related third parties must not alter museum displays or galleries, interfere with museum operations, or hinder visitor accessibility and enjoyment of the premises.
Parking	Metered and two-hour, weekday parking is available on 2 nd Avenue East. A permit lot north of the museum and the Linderman School lot are only available on weekends and after 6pm weekdays.
Decorations	Any signage and décor must be freestanding. Nailing, tacking, taping, or otherwise affixing objects to the museum's walls, floors, etc., is prohibited. Candles, open flames, and potted plants are not permitted.
Equipment	Museum staff will set up all museum equipment specified for use in this Agreement, configure it as instructed, and prepare the museum's audiovisual system before the event. The A/V connection is via HDMI cable. The renter(s) are responsible for bringing any needed adaptor. A test of the A/V equipment with the intended source laptop is required in advance. The museum does not set up, operate, or troubleshoot any outside equipment during the event.
Elevator	Lift access is available for transporting persons and cargo only, and the renter(s) are responsible for its safe and proper use. There is a key in the lift that, if turned, is used to keep the door open for loading and unloading. Do not manually push or hold open the elevator door.
Condition	Renter(s) are responsible for cleanup and leaving the museum as they found it before the event. The museum reserves the right to charge post-event fees for cleaning and damage to property.
Indemnity & Insurance	The museum is not liable for damage to or loss of personal effects and outside equipment brought onto museum premises by the renter(s), guests, or third parties at any time prior to, during, or after the event. Renter(s) are responsible for and will pay reimbursement for any damage, loss, or liability occurring on museum property due to the conduct of renter(s), guests, or third parties. The renter(s) will provide proof of appropriate insurance for events with over 100 attendees.
Right of Refusal	The Northwest Montana Historical Society and History Museum reserve the right to refuse rental to any group or individual.