



Vallejo Naval & Historical Museum
734 Marin St. Vallejo, CA 94590
(707) 643-0077
Vallejomuseum.org

Facility Rental Application

EVENT DESCRIPTION:

Type of Activity: _____
Event Date & Estimated Attendance: _____
Set Up Time Required: [YES] [NO]
Start Time: _____
End Time: _____
Name of Renter or Organization: _____
State Issued ID# (Must be 21 to Rent Facility): _____
Address: _____
Phone [Home] [Cell] Business]: _____
Email: _____
Facilities Requested: [Hall of History] [Heritage Chamber] [Both]

This contract will confirm the arrangements entered into between the sponsoring individual or organization [“Renter”] and the Vallejo Naval & Historical Museum, Inc. [the “Museum”] for the purposes referred to above [the “Event”] to be held at the Vallejo Naval & Historical Museum.

Please describe your event:

Will alcoholic beverages be served: [YES] [NO]
(If yes and it is being sold, attach a copy of the relevant ABC Permit(s) to this form)
Will food be served: [YES] [NO] Food and drink of any kind is not permitted in the gallery spaces.
If yes please describe: _____

Will an admission fee be charged: [YES] [NO]
If so please list the amount: \$ _____

Use the diagram on the final page of the Application to submit a layout of the event.



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ASSUMPTION OF RISK AND RELEASE AGREEMENT

I, the members of my organization, and all Event guests agree to abide by all Vallejo Naval and Historical Museum regulations, procedures and rules as outlined in this contract, applicable to the use of Museum facilities, and will assume responsibility for any damage done to the Museum, its equipment or its contents during the rental period and occurring as a result of the use of such facilities and equipment, including damage or misappropriation by any attendees.

I, and the members of my organization, and all Event guests agree to defend, indemnify and hold harmless the Museum, its trustees, employees, and agents from claims, demands, damages, judgments, rights or causes of action and expenses, including attorney fees arising out of our use of the Museum or its facilities to the extent that said damages are the results of willful or negligent acts or omissions of our organization, its agents, employees or guests, or in the case of concurrent negligence by the Museum and our organization to the extent of our organization's negligence.

On behalf of the above group and all Event guests, I have read, understood and signed the foregoing assumption of risk and release agreement.

The undersigned certifies that they accept responsibility on behalf of the participants for any damage or theft sustained by the Museum because of the occupancy of said premises.

Signature: _____ **Date:** _____
Title: _____

RENTAL FEES

Heritage Chamber: \$75/hour for events during Museum hours and \$150/hour for events outside Museum hours.

Hall of History: \$250/hour with a four-hour minimum. 50% deposit is required to hold hall space at time of application.

- Nonprofit Organizations may be eligible for a consideration of a reduction in rates. Proof of nonprofit status required.
- Museum members are eligible for 10% reduction in rates. Valid Museum membership only.
- Hourly rate rental charges must include **ALL** set up and clean up time.
- Capacity: Hall of History: **Seated:135 Reception/Mixer: 175** Heritage Chamber: **110**

Table clothes are available for an additional fee of \$12 per table.



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CLEANING FEE AND DAMAGE DEPOSIT:

- Cleaning Deposit is **\$400.00**. This deposit is separate from the facility rental payment and will be returned in total or in part depending on the condition of the building, and grounds upon rental completion and report from the Museum Representatives.
- Damage Deposit is **\$400.00**. This deposit is separate from the facility rental payment and will be returned in total or in part depending on the condition of the building, and grounds upon rental completion and report from the Museum Representatives.
- Deposit needs to be in the form of cheque, money order, or cash.
- Damage Deposit will be returned by mail within 2-3 weeks following your facility use.
- Any cost for extra cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings, plants, landscaping, etc. will result in a deduction from or forfeit of your deposit.
- Renters who overstay their scheduled rental time will automatically have additional time rounded to the next billable hour withheld from their deposit.
- To secure the Rental and reserve a date: **50%** deposit is due at time of contract submission. Deposit will be refunded if the contract is canceled within two (2) weeks of contract signing. If canceled after two weeks, no refund is granted.
- First payment: 50% of Facility Rental Fee is due no later than two (2) months from date of contract.
- Second payment: Balance of Facility Rental fee and Services Fees/Optional Items fees are due one (1) month prior to rental date.
- If the contract is dated less than two (2) months prior to rental date, payment is due in full at time of application.

Note: Please be aware our terms and conditions may have changed since the last time you reviewed our rental application. We cannot honor past price quotes and/or terms and conditions unless they are part of a previously executed, currently active rental contract.

CANCELLATIONS:

- All cancellations should be submitted to the Museum via letter or email.
- Payments will be refunded if a rental is canceled within two (2) weeks of contract signing. If contract is canceled after two weeks, no refunds are granted.

Renter Initials _____



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RENTER RESPONSIBILITIES:

- Renter needs to be 21 years or older and present for the event in its entirety.
- Renter is responsible for all damage or injuries to any person(s) or property resulting from the use of the Museum facilities during the renting party's event.
- **Museum's insurance requires Renter provide a general liability endorsement in the amount of \$1,000,000 naming the Vallejo Naval and Historical Museum and the City of Vallejo as additional insured. Renter is responsible for ensuring any outside catering/food trucks/services also have adequate insurance coverage.** Information regarding event insurance providers can be obtained from Museum.
- The Museum is not responsible for lost and/or stolen items or damage to vehicles in the museum lot.
- Renter is responsible for designating a person to meet with the Museum Representative for a walk-through inspection prior to the commencement of rental and at the conclusion of the rental period. In addition, facilities personnel provide us with a condition report after cleaning, which may also negatively affect rental deposit refund.
- **Minors attending event(s) or on the premises during set-up must be supervised by an adult at all times.**
- Museum pictures, exhibits, furniture, stanchions, and other displays are for Museum use only.
- **There is no smoking inside the Museum or on Museum property including the parking lot.**
- There is no open flame of any type permitted inside the Museum. Chafing dish fuel may be used for the sole purpose of keeping food or beverage warming.
- Changing of clothes or costumes are permitted in the bathroom only. Changing clothes in the exhibits is strictly prohibited.
- Food and Drink are **strictly prohibited** within the South Gallery, Sports Hall of Fame and 2nd Floor.
- Renter may not store items at the museum prior to or after the close of the event.
- All Event trash must be removed by renters and placed in appropriate trash receptacles.
- Museum does not permit anything to be affixed or fastened to the walls, ceilings, furniture, exhibits, or other property of the museum without prior approval of the museum. Renters may use 3M Command brand hooks or strips only on the wall or bar to prevent damage. No tape of any kind is permitted to be used on floors, walls, furniture or exhibit materials.
- Museum material must not be moved without the prior approval of the museum.
- After the event, the renter is responsible for:
- Removal of all decorations and all other items brought onto the premises.
- Removal of all food items and beverages, emptying of all trash containers from the building, and parking area, and the placement of all trash and recyclable items in the appropriate dumpsters.



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CATERING

- All caterers must comply with Museum catering policies and procedures.
- Contracts/agreements with caterers who will use Museum equipment and/or facilities may be subject to prior approval by the Museum.
- The kitchen is a catering prep kitchen and not for use as a general cooking space.
- All grease and cooking oils must be removed from Museum's premises.
- Cooking is **NOT** permitted within the Museum catering prep kitchen.
- All kitchen Surfaces must be wiped before the end of the event.
- Renters/Caterers are not permitted to use dishes, utensils, pots/pans, towels or other supplies.
- Renter is responsible for maintaining cleanliness of the refrigerator and microwave.
- **All Event trash must be removed by caterers and placed in appropriate dumpsters.** Museum management staff will inspect the Facilities at the conclusion of the event. You may forfeit your damage deposit should these policies not be strictly adhered to by you and your caterer. Additional charges will apply if cleanup exceeds contracted event hours.
- **Name of Caterer:** _____ (phone) _____

SECURITY

- Renters must provide one security guard for events with attendance up to 100 people. Events with attendance over 100 people will require additional security.
- Security services are subject to Museum approval. Permission to use Museum facilities is nontransferable.
- Security services are subject to direction of the museum staff.
- **Name of Security Company:** _____ (phone) _____

INSURANCE

- A general liability endorsement naming the Vallejo Naval and Historical Museum as additional insured and a certificate of insurance is **required at time of final payment**. \$1,000,000 liability insurance coverage is required for most events.

ADDITIONAL REQUIREMENTS

- Museum is open to the public Tuesday – Friday from 12-4PM and Saturday from 10AM-4PM. Please keep all entranceways clear during set up and event, and do not block the entranceway to restrooms, elevator, or staircase during museum hours.
- Contract may be terminated or voided if the information provided is inaccurate, partial, or incomplete.
- Museum personnel will authorize capacity of the event. No persons in excess of this limit will be admitted.
- Use of the Museum facility does not constitute authorization for publicity or publication without express written permission.
- Renters must comply with all guidelines put forth by the Solano County Health Department. Renters must comply with all museum requirements related to masks and/or vaccinations.



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- When using the museum as your event site you are agreeing to allow the Vallejo Naval and Historical Museum use of event media for promotional purposes.
- Museum staff reserves the right to remove or cause to be removed from the premises a person or persons for unlawful conduct.
- We reserve the right to refuse to rent to persons or organizations that do not comply with the above requests.

HOLD HARMLESS

- The applicant hereby agrees to save, secure, and keep harmless the Vallejo Naval and Historical Museum Inc., its officers, employees, agents and the City of Vallejo, against claims of action, liability, judgments, costs and expenses, including attorney fees, and in all things strictly comply with the conditions of this agreement. I certify that I accept responsibility on behalf of my group for any damage or theft sustained by the Museum (its premises, furniture or equipment) because of the occupancy of said premises by my group.

- **INITIAL HERE:** _____

| • FACILITY RENTAL: | • # | • Price each | • Cost |
|--|-----|--------------|---------|
| • Hall of History | • | • | • |
| • Heritage Chamber | • | • | • |
| • Sub Total, Facility Rental | | | • \$ |
| • RENTAL AND SERVICES FEES & OPTIONAL ITEMS: | | | • |
| • Cleaning fee | • | • | • \$400 |
| • Damage Deposit | • | • | • \$400 |
| • Pre-event set up (during office/Museum hours) | • | • \$150 | • |
| • Additional Rental Items: | • | • | • |
| • Table clothes | • | • \$12 | • |
| • Sub Total, Service Fees & Optional Items | | | • \$ |
| • Total Rental Costs | | | • \$ |
| • Rental Deposit (all or a portion of which may be refunded) | | | • \$500 |
| • Amount Due First Payment (50% of Total Cost) | | | • \$ |
| • Amount Due Second Payment (50% Total Cost) | | | • \$ |



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Payment Schedule

- **Deposit:** _____ **First Payment:** _____
- **Final Payment:** _____
- As an authorized representative for the above listed individual and/or organization, I have read and agree to all of the above listed conditions:
- **PLEASE SIGN AND RETURN to Vallejo Naval and Historical Museum.**

Applicants Signature: _____ **Date:** _____

Accepted for the Museum: _____ **Date:** _____

Revised February 2024
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