



Facility Rental Contract

909 South Schumaker Drive
 Salisbury, Maryland 21804
 410-742-4988 x106
 www.wardmuseum.org

This agreement is made this _____ day of _____, by and between The Ward Museum, Salisbury University (herein referred to as "Museum") and _____ (herein after referred to as "User").

User Contact Info:

Name: _____ Email: _____
 Address: _____ Phone: _____

1. PREMISES & RATES: The Museum hereby agrees to make available to User, for the exclusive use of User, the following facilities (the "Facilities") located on the Museum premises, at the time and date(s) and for the purpose(s) indicated at the following rates. **Purpose:** _____

Legacy Center Rental

Date: _____ On Premise Time: _____ Event Time: _____
 _____ hours @ _____ per hour _____ hours @ _____ per hour \$ _____

Lobby Rental

Date: _____ On Premise Time: _____ Event Time: _____
 _____ hours @ _____ per hour _____ hours @ _____ per hour \$ _____

Oristano Room Rental

Date: _____ On Premise Time: _____ Event Time: _____
 _____ hours @ _____ per hour _____ hours @ _____ per hour \$ _____

Education Center Rental

Date: _____ On Premise Time: _____ Event Time: _____
 _____ hours @ _____ per hour _____ hours @ _____ per hour \$ _____

SPACE RENTAL FEES SUBTOTAL \$ _____

Additional Services

_____ Galleries Access \$3 per guest, or \$100 flat rate _____ x _____ \$ _____
 _____ Kitchen Access \$100 \$ _____
 _____ Observation Deck Access \$ 0
 _____ Nature Lounge Access \$ 0
 _____ Treetops Gifts Extended Hours \$ 0
 _____ 6' Rec. Table \$5 each (5 included with contract, max) _____ x _____ \$ _____
 _____ 3' Cafe Tables \$5 each (maximum 10) _____ x _____ \$ _____
 _____ 6' Round Tables \$8 each (maximum 12) _____ x _____ \$ _____
 _____ 8' Round Tables \$10 each (maximum 10) _____ x _____ \$ _____
 _____ Rectangle Tablecloth \$5 each _____ x _____ color _____ \$ _____
 _____ Round Tablecloth (6', 8', café) \$5 each _____ x _____ color _____ \$ _____
 _____ Folding Chairs \$.50 each (30 included with contract) _____ x _____ \$ _____

_____ Ivory Chairs (Fixed Back) \$1 each (maximum 75*) _____ x _____	\$ _____
_____ 10 x 10 Canopy Tent \$25 each (3 Maximum) _____ x _____	\$ _____
_____ A/V Smart cart \$50	\$ _____
_____ Podium \$5	\$ _____
_____ Easels \$1 each (12 Maximum) _____ x _____	\$ _____
_____ Copy Services \$.50 each Black and White \$1.00 Each Color _____ x _____	\$ _____
_____ Live Foliage \$5 each (12 Maximum) _____ x _____	\$ _____
_____ On Site Coordinator \$100 per hour _____ x _____	\$ _____

ADDITIONAL SERVICES SUBTOTAL \$ _____
DISCOUNT \$ _____
GRAND TOTAL \$ _____
50% Deposit \$ _____
Balance Due by _____ \$ _____

2. Payment in full is required with the return of this contract for events within 30 days from the date of the contract. For events with dates more than 30 days from the date of the contract a deposit of 50% \$ _____ is required with the return of this contract to confirm the event dates. Also due with the return of the contract is evidence of insurance coverage described within Section 7E. The balance of the total cost will be due in full thirty (30) days prior to the event.

3. CANCELLATION:

- A. The Museum may terminate this Agreement (in its entirety, or as to any time, date or facility) in its sole discretion up-to one month prior to the first date in Section 1(B). After one month (30 days), the Museum may terminate this Agreement only for good cause. Upon such termination, and absent any default by User, all deposits shall be refunded to User less expenses incurred by the Museum in preparation of the Facilities for User prior to such termination; provided that if the termination is only partial, User shall be entitled to only a partial refund in an amount to be determined by the Museum in its sole discretion.
- B. User may terminate this Agreement at any time prior to one month (30 days) in advance of the first date in Section 1(B) in which case User shall be entitled to a refund of all deposits and fees less (i) all expenses incurred by the Museum in preparation of the Facilities for User and (ii) a cancellation fee of \$200.00

4. DEFAULT: If User shall at any time be in default under the terms of this Agreement, the Museum shall have the right to terminate this Agreement forthwith, whereupon User shall vacate the Facilities immediately, and User shall have no right to receive any refund of any deposits of fees hereunder.

5. CATERING AGREEMENT: User hereby agrees that it will require any third party that User engages to provide catering or other services to enter into an Agreement with the Museum regarding restrictions covered in Section 6 at least seven (30) days prior to the first date in Section 1, hereof.

Catering Service Provider Contact Information

Name _____

Address: _____

Phone: _____

Contact Person: _____

6. USE RESTRICTIONS: The following restrictions shall apply to the User's use of the Facilities:

- A. All use of the Facilities shall terminate no later than the time and date herein stated, and said Facilities shall be vacated by all persons using the same hereunder at or before such time and date. Any time for User to set-up, tear down and remove equipment provided must be budgeted as part of the rental contract, Section 1 hereof. User will reimburse the Museum for any overtime compensation it is required to pay its staff during such additional time.
- B. User shall have the use of the Facilities only for the purposes herein.
- C. User specifically agrees not to nail, tape, or screw anything to the floor or walls of Facility and shall be responsible for any and all damage to the Facility and to the Museum's personal property therein, or to the property of any third person which is on loan to the Museum, caused by the acts of User or User's agents, servants, employees, patrons, licensees, invites or guests, whether accidental or otherwise; and User further agrees to leave the premises in the same condition as existed on the date that possession thereof commenced which includes but is not limited to the removal of all trash generated by the event, removal of all furniture and equipment, beverages, food, utensils, etc. Failure to comply with scheduled cleanup will result in a cleaning charge of \$25.00 per hour. For those events using a caterer, the caterer's agreement is incorporated herein by reference.
- D. The Museum reserves the right to approve any caterer providing food and/or drink at the Facilities. The Museum further reserves the exclusive right to provide all merchandise concessions, if any, in connection with the usage of the Facilities hereunder. Consumption or carrying of food and beverages shall be allowed only in the Main Lobby or the Education Room and only for the designated hours of the event. The City of Salisbury Noise Ordinance shall be abided by for any outside activities, playing of music, or other noisy activities. Smoking is not permitted in any area of the building.
- E. User shall indemnify and hold the Museum harmless from and against any and all claims, damages, expenses, losses, suits or causes of action (including reasonable attorneys' fees) resulting from or arising in connection with User's use of the Facilities, provided the Museum promptly notifies User of such claims, damages, expenses, losses or suits and cooperates fully with the defense thereof. Any use of the Facilities involving a danger or risk determined by the Foundation in its sole discretion, shall be covered by liability and property damage insurance provided by User, at User's sole cost and expense and endorsed for the benefit of the Museum, with insurance companies acceptable to the Museum. The bodily injury liability coverage shall be not less than \$1,000,000 for each occurrence. The property damage liability shall be not less than \$1,000,000 for each occurrence. User will provide the Museum with evidence acceptable to the Museum that such insurance has been obtained and will cover User's event at least seven (7) days prior to the first date set forth in Section 1, hereof.

- F. User agrees to comply with any and all laws, statutes, ordinances, rules, orders regulations and requirements of the federal, state, and local governments, and all of the their departments or bureaus, applicable to User's use of the Facilities, including without limitation, obtaining any necessary liquor licenses and the payment of all sales, use and entertainment taxes or fees.
- G. User is responsible for the safety and good order of all equipment and other property owned by the Museum and/or being displayed at the Museum's premises, and is liable for said equipment and other property if it is lost, stolen, damaged or misplaced by User's agents or the attendants at User's function whether or not invited.
- H. Children under 15 years of age are not permitted in the galleries unless supervised by an adult.
- I. The Museum reserves the right through its officers and its employees or agents to eject any person or persons from any portion of its Facilities, and upon the exercise of this authority, through its employees, officers, or agents, the User hereby waives any right or claim for damages against the Museum or any of its employees, officers, or agents.
- J. The Museum assumes no responsibility for equipment supplied by User or another party. The Museum reserves the right to approve (1) all equipment used hereunder and (2) the supplier of said equipment.
- K. The Museum reserves the right to review all copy and approve all forms of advertising or publicity in which the Museum's name is used. The parties agree that no partnership between them respecting any event or the use of the Facility shall be implied in any way, and User agrees to indemnify and hold the Museum harmless from and against any claims to the contrary.
- L. User agrees that it shall not erect, post, place or affix any signs, advertisements, show bills, lithographs, posters or cards of any description on any portion of the Facility without written permission of the Museum. Should written permission of Museum be obtained for the erection, posting, placing or affixing of any sign, advertisement, poster, show bills, lithographs, or cards, the said erecting, affixing, etc., shall be supervised by the Facilities Rental Coordinator. If this covenant is in any way violated by User the Museum retains the right to exercise its remedies under this lease and cause the tenancy to be terminated from time of said breach.
- M. All of User's property will be removed from the Museum by User at the termination of User's use of the Facilities. If User's property is not removed as provided herein, the Museum will have the right to cause such property to be removed at the expense of the User.
- N. User shall comply with all rules and restrictions that may be prescribed by the Museum for the purpose of maintaining the safety, care, good order and cleanliness of the Museum's premises, equipment and property displayed thereon.
- O. Those matters not herein expressly provided for shall be decided by the Museum and/or its representatives or agents and such decisions shall be binding upon the User.
- P. Special Needs:

7. ASSIGNMENT: User shall not assign this Agreement without prior written consent of the Museum.

8. NOTICES: All notices to the Museum shall be deemed to have been adequately and timely given when received in writing by the Museum's Executive Director, Chairman, Board of Trustees or by the Facilities Rental Coordinator.

9. MISCELLANEOUS: This Agreement constitutes the entire Agreement between the parties hereto and shall not be modified except by written instrument signed by both parties. This Agreement shall be construed, interpreted and enforced according to the laws of the State of Maryland. The officer or representative of User executing this Agreement certifies that he or she has been duly authorized to enter into this Agreement on behalf of User and that neither the execution of and delivery of this Agreement, nor the performance or the terms and conditions hereof, will result in a breach of any agreement to which User is a party, or of any federal, state or local law, rule or regulation.

IN WITNESS THEREOF, the parties have executed this Agreement as of the day and year first above written.

Ward Museum Representative

User

Signed

Signed

Date

Date