



KANSAS OIL MUSEUM

WWW.KANSASOILMUSEUM.ORG

383 East Central, El Dorado, KS 67042 | P: (316) 321-9333 | F: (316) 321-3619 | www.kansasoilmuseum.org

FACILITY RENTAL AGREEMENT

Today's Date: _____

Renter Information

Name of Renter (or Organization): _____		
Contact Person: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____	email: _____	
Person in charge of event walk-through: _____		

Event Information

Event Date: _____	Type of Activity: _____		
Rented Area: <input type="checkbox"/> Conference Room	<input type="checkbox"/> Outside Grounds		
Event Times: Start _____	End _____	Set Up _____	Clean Up _____

Rental Details

Estimated Attendance _____

Will there be decorations? YES NO

If yes, please list. _____

Will food be served? YES NO

If yes, name of caterer. _____

Will alcoholic beverages be served? YES NO

If yes, name of bar/wait staff. _____

Will the following items be needed? Please check all that apply.

Dry Erase Board Screen Podium

Coffee Maker Portable Bar

Terms and Conditions of KANSAS OIL MUSEUM Facilities

In consideration of the payment of the rental fee and agreement of the Renter to comply with this contract, KANSAS OIL MUSEUM agrees to make the space indicated above available to the Renter for the dates and times set forth above. By signing the contract, Renter agrees to the following conditions. (Initial each section, indicating agreement to comply with all statements therein.)

Initial

Cancellations

All cancellations should be submitted in writing to the museum. If cancellation is made within 30 days of the event, a full refund of costs and fees will be given. A \$50.00 cancellation fee will be retained from the payment if cancellation is made with less than 30 day notice.

Cleaning/Damage Deposit Refund

The cleaning/damage deposit will be returned at the conclusion of the event, provided renter has complied with clean up expectations. Any cost for extra cleaning of the facilities or damage to KANSAS OIL MUSEUM property will result in a deduction from or forfeit of your deposit. You will be billed for damages not covered by the deposit. This is a separate payment from all other fees.

Room Capacity

Conference Room-52 persons
Legacy Gallery-30 persons
Grounds-150

Museum Hours

Functions may occur during and after business hours.

Summer Hours: Memorial Day to Labor Day—Tuesday-Friday 10am-4pm & Saturday 9am-5pm

Winter Hours: Labor Day to Memorial Day—Tuesday-Friday 10am to 4pm & Saturday 12pm-5pm

Closed Holidays

Functions beyond regular business hours are subject to approval and additional fees.

Catering and Alcoholic Beverages

Caterers are responsible for clean-up in compliance with the museum's guidelines.

- Authorization to serve alcoholic beverages must be approved by the museum's Event Coordinator.
- Alcoholic beverages must be served **after** business hours.
- Guests **may not** bring alcoholic beverages on museum property.
- Alcohol will be served by a qualified bartender.
- Alcoholic beverages may be served for 3 consecutive hours, and will not exceed this time for any reason. The bar is to close at the time specified in the contract.
- No alcohol may be consumed during set up or clean up.
- No alcohol will be served to guests younger than 21 years of age.
- The bartender will refuse service to inebriated guests.
- Museum staff has the authority to close the bar and end the event if guest conduct is inappropriate.
- Alcohol delivery must be scheduled with the museum staff.
- All alcohol is to be removed from the museum at the end of the event.

Set Up/Decorations/Clean Up

Set up, break down and clean up are the responsibility of the Renter.

- Take into consideration set up, break down and clean up when planning your event. If additional time is needed, early/late access fees will be applied.
- We do not provide linens, glassware or tableware.
- All decorations must be flame retardant. Glue, staples, nails, hooks, tacks or screws are not permitted. Masking tape and painter's tape is acceptable. Use of glitter is not permitted in the buildings.
- Absolutely NO taper candles allowed. Floating or votive candles may be used.
- Cleaning supplies are located in cabinets and closets.
- All food, beverages, equipment and items not belonging to KANSAS OIL MUSEUM must be removed from the premises immediately following the event.
- An After Event Cleaning List is available.

Other Specifics

- Smoking is NOT permitted in the museum buildings.
- Gambling in any form will not be permitted.
- Facility rental cannot be transferred, assigned or sublet.
- Parking availability is not guaranteed and on any occasion may be limited.
- Renter will not interfere with exhibits or programming located within museum or on its property.
- Young children **will be** under direct supervision /control of an adult 18 years of age or older at all times and in all areas.
- Amplified music must be kept at a level that will not disturb patrons using the research library or visiting the museum and/or gift shop.
- Use of the KANSAS OIL MUSEUM DOES NOT signify or constitute endorsement of the Renter's organization, business, or ideas by the museum or its staff, Board of Directors, members or volunteers. Renter may not in any way suggest or imply that the museum makes such an endorsement.
- Partisan agenda meetings or social events, public religion meetings or gatherings, high school or college dances or social events, retail activities open to the public and fundraising events benefiting any organization other than the museum will not be permitted to rent KANSAS OIL MUSEUM facilities.
- This contract is exclusive and confidential.

Hold Harmless

The Renter hereby agrees to save, secure and hold harmless the KANSAS OIL MUSEUM, its officers, volunteers and employees against claims of action, liability, judgments, costs and expenses, including attorney fees.

The Renter agrees to indemnify and hold KANSAS OIL MUSEUM harmless from any and all claims, actions and causes of actions relating to and in any way connected to the Renter's negligence in his use of the KANSAS OIL MUSEUM, and under terms of agreement.

The undersigned certifies that he/she accepts the responsibility on behalf of the participants for any damage or theft sustained by the museum because of occupancy of said premises. The Renter is liable for injuries to other guests, museum staff or property damaged due to misconduct by his/her guests. The Renter takes full responsibility for informing all vendors and guests associated with the event of the museum's terms and conditions.

The KANSAS OIL MUSEUM reserves the right to amend, change or supplement its policies, procedures, conditions and costs for the use of the KANSAS OIL MUSEUM and will advise the Renter of such changes as they may occur after the signing of this agreement. Renter understands that it is bound by those policies, procedures and conditions in effect at the time the event occurs.

All property brought onto the premises, by the Renter or anyone acting for or in connections with the Renter, shall be at risk of the Renter and the KANSAS OIL MUSEUM is not liable for any loss or damage. The Renter shall not, in his/her rental of the KANSAS OIL MUSEUM, discriminate on any basis.

I have read and agree with the entire terms of the contract.

Signature of the Renter _____ Date _____

Museum Representative _____ Date _____