

Mesa Historical Museum Auditorium Facility Rental Agreement and Use Policies

This Facility Rental Agreement ("Agreement") is entered into between the Mesa Historical Museum ("MHM") and the User identified below for temporary use of the Museum auditorium and related facilities located at 2345 N. Horne, Mesa, Arizona 85203.

1. Reservation Requirements

Reservations are not confirmed until MHM receives a signed Rental Agreement, required reservation deposit, proof of insurance if applicable, and all required documents. Final payment is due fourteen (14) days prior to the event. A three hour minimum is required. Rates are as follows:

\$85/hour Non profit

\$100/hour Standard

2. Facility Use

The auditorium seats approximately 100 guests classroom-style or 150 guests theater-style. **Rental times include setup and cleanup.** Events must conclude by 10:30 p.m. Fridays and Saturdays. Sunday through Thursday events must conclude by 8 pm unless otherwise approved in writing. Set up shall commence at 4 pm after the museum closes (Tuesdays-Saturdays).

3. Historic Facility Protection

The Mesa Historical Museum and Auditorium are historic facilities. No exhibit, artifact, museum equipment, historic finish, flooring, stage feature, or display may be moved, touched, climbed upon, leaned upon, or altered without written approval from MHM staff. MHM staff will move cases before arrival and move back after event. The User is responsible for maintaining the facility and its contents in the condition provided. Any damage beyond normal wear and tear caused by the User, guests, vendors, contractors, or invitees may result in repair or replacement costs, which may be deducted from the security deposit. The User shall remain responsible for any costs exceeding the amount of the deposit.

4. Tables, Chairs, and Equipment

Available tables, folding chairs, podium, and projector screen may be included in rental use. Furniture and equipment must be lifted when moved and may not be dragged or slid across floors.

5. AV Equipment

Basic AV equipment rental is available when requested in advance. Projector and screen rental: \$35. Users are responsible for operating compatibility with their own devices unless otherwise arranged.

6. Decorations and Prohibited Materials

Decorations must be freestanding or tabletop only unless approved in writing. No nails, staples, tape, adhesives, glitter, confetti, smoke machines, fog machines, pyrotechnics, or open flames are permitted. Battery-operated candles only.

7. Food and Beverage Service

Users are solely responsible for food and beverage service. The museum kitchen is not a commercial catering kitchen. All public food service must comply with applicable health regulations. The MHM Kitchen is available at a \$75 fee.

8. Alcohol

Alcohol service requires prior written approval by MHM. Users are responsible for complying with all Arizona liquor laws. MHM reserves the right to require licensed bartenders and/or security personnel.

9. Insurance

MHM may require a Certificate of General Liability Insurance with minimum coverage of \$1,000,000 per occurrence naming Mesa Historical Museum as an Additional Insured.

10. Conduct and Safety

MHM reserves the right to immediately terminate an event without refund if conduct becomes unsafe, unlawful, disruptive, excessively loud, or damaging to property.

11. Cleanup and Damage

The facility must be returned in the same condition in which it was rented. Additional cleaning, repair, staffing, or damage charges may be deducted from the security deposit or billed separately.

12. Overtime Charges

Events exceeding contracted rental time will be billed in one-hour increments at 1.5 times the contracted hourly rate.

13. Deposits and Cancellation

Reservation deposits are required to reserve dates. Security deposits are refundable subject to post-event inspection. Cancellations within fourteen (14) days of the event may result in forfeiture of rental fees. Indoor Refundable Security Deposit: \$250. Events serving alcohol require a \$500 refundable security deposit and proof of liability insurance acceptable to the Museum. The renter assumes all responsibility for the service, consumption, and control of alcoholic beverages and shall comply with all applicable federal, state, and local laws.

14. Indemnification

The User agrees to indemnify, defend, and hold harmless Mesa Historical Museum, its officers, employees, volunteers, and agents from claims, damages, liabilities, losses, and attorney's fees arising from the event or facility use.

15. Force Majeure

MHM shall not be liable for cancellation or interruption due to weather, emergencies, government action, utility failures, or circumstances beyond its control.

16. Non-Endorsement

Use of the facility does not imply endorsement by Mesa Historical Museum of any organization, speaker, performer, activity, or viewpoint.

Rental Information

Event Name/Description	
Organization/User	
Contact Person	
Phone Number	
Email	
Event Date	
Rental Time	
Number of Guests	
Rental Fee	\$
Security Deposit	\$
Additional Services/Fees	\$
Total	\$

By signing below, I acknowledge that I have read, understand, and agree to abide by all terms and conditions outlined in this Venue Rental Agreement.

User Signature: _____ Date: _____

Printed Name: _____

MHM Signature: _____ Date: _____

Printed Name: _____ Title: _____