



Hall Rental Contract & Agreement

Name: _____

Organization: _____

Contact : _____ Title: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Fax: _____ Cell: _____ Email: _____

Type of Event: _____ Attendance: _____

Event Date: _____ Event Times: _____ to _____ (includes set up/clean up)

Additional Set Up Time at \$50.00 Per Hour: _____

Additional Event Time at \$150.00 Per Hour: _____

Total Fee: _____

Reservation Deposit \$100.00: _____ Cleaning/Damage Deposit \$350.00 _____

Caterer: _____ Contact: _____

Phone: _____ Fax: _____ Email: _____

Entertainment: _____

Contact: _____ Phone: _____

Amount Included with Contract: _____ Balance Due: _____



The Denver Firefighters Museum, hereinafter referred to as the MUSEUM, agrees to rent to the above named individual or organization hereinafter referred as the LESSEE, the hall facilities.

- _____ A non-refundable deposit of \$100.00 is required to reserve the date and time agreed upon.
- _____ The balance of the rental fee is due sixty (60) calendar days prior to the event date.
- _____ Any or all of the cleaning/damage deposit shall be retained at the Executive Directors discretion and an itemized statement shall be submitted to the LESSEE.
- _____ The use of nails, tacks, staples, tape, or any other decorating materials that at the discretion of the MUSEUM staff could cause damage to the Museum shall be prohibited.
- _____ It is understood that the MUSEUM shall not be responsible, and the LESSEE shall assume all liability for any damage to any property and any injuries to any individuals attending the event.
- _____ The LESSEE shall be held liable for the actions of any individuals attending the event.
- _____ The LESSEE shall be responsible for any and all collection cost including all legal court fees, if such action becomes necessary.
- _____ The event shall be terminated immediately for removal of any artifacts from any display by any individual attending the event.
- _____ The event shall be terminated immediately for any individual attempting to or actually sliding down any of the firehouse poles.
- _____ The MUSEUM reserves the right to terminate the event at any time if the rules of the Museum are violated.
- _____ Discretion to terminate the event lies solely with the authorized Museum representative (s) on duty during the event.
- _____ Should the event be terminated the LESSEE shall not be entitled to any refunds or compensation of any kind.
- _____ I have read and understand all of the above stipulations, initialing each and all of the items listed above.

NOTES:

LESSEE: _____ Date: _____
(signature)

MUSEUM: _____ Date: _____
(signature)