

The Valdez Museum Facility Rental Application & Agreement

Return application to The Valdez Museum, PO Box 8, Valdez, AK 99686. 907-835-2764 phone. 907-835-5800 fax.

Renter _____

Contact _____ Representative to be present throughout the event _____

Address _____ Telephone _____

Purpose/Event _____

Date _____ Time _____ to _____

Expected number of attendees _____

Caterer _____

Will Alcoholic beverages be served? (see attached alcohol policies) _____

Private Use Fees

____ General rate: \$150.00/hour (2 hr. minimum; 3 hr. maximum)
____ Educational rate: \$100.00/hour (2 hr. minimum; 3 hr. maximum)

The following services and supplies are available at no additional cost to organizations renting the Museum for at least two hours for a private event. Please check the items you would like to reserve.

- _____ 50-cup coffee urn (2 available)
- _____ 60-cup coffee urn
- _____ punch bowl
- _____ linens for tables
- _____ folding tables and chairs (4 banquet tables, 2 serving tables, and 20 chairs available)
- _____ serving trays and plates
- _____ CD music and iPod dock stereo

Renter has read and agrees to abide by the attached policies:

Renter
Signature _____ Date _____

The Museum reserves the right to deny rental and prohibit activities and substances if they are deemed incompatible with Museum purposed, facilities, artifacts, and/or exhibits.

For Museum Use

____/____/____ Date application received ____Special Events permit presented ____Meeting date set with caterer, renter
____Proof of Insurance presented ____Caterer's permit presented ____ Payment received

Policies for Private Use of the Valdez Museum Facilities

1. Application must be made in writing at least 30 days prior to date of use.
2. Private use of the Museum should be outside of normal operating hours.
3. Number of individuals attending functions may not exceed 158 throughout the building.

Alcohol may be served under the following circumstances:

1. Alcohol may be served at the Museum after operating hours only.
2. Only light-colored wine and champagne may be served.
3. Red Wine permitted with an additional \$500 carpet cleaning deposit.
4. Hard liquor and beer are prohibited.
5. There must be alternative beverages served (non-alcoholic).
6. Waiver and indemnification must be signed by renter
7. The appropriate permits and proof of insurance must be presented to Museum staff one week before the date of the event. Permits and requirements that may be needed are as follows:

A Caterer with a Caterer's Permit

A caterer with a valid liquor license **must** be hired and that caterer must acquire a Caterer's Permit for this particular event under these circumstances:

With this permit

- A Special Events Permit is not needed
- Minors are allowed if they are accompanied by at least one PARENT and no alcohol may be served to minors.
- Proof of insurance must be presented to the Museum showing the Valdez Museum & Historical Archive Association, Inc. and the City of Valdez as co-insured.

The above descriptions of requirements for ABC permits are provided for the Renter's general information. They in no way replace the Renter's responsibility for understanding and adhering to all the requirements of the State of Alaska as necessitated by the Renter's individual circumstances.