



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)

Deposits:

A \$200 cleaning deposit is required, of which \$150 is refundable if the facility is left in the same condition it was in prior to the event.

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.

- _____ 100-cup coffee urn
- _____ 60-cup coffee urn
- _____ Punch bowls (2)
- _____ Large water dispensers (2)
- _____ Linens for tables
- _____ Folding tables and chairs (4 banquet tables and 20 chairs available)
- _____ Serving trays and plates (large assortment available)
- _____ CD player with limited selection of CD's available, or bring your own

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

Renter
Signature _____ Date _____

Waiver and indemnification is effective when renter signs the Facility Renter Agreement.

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	
___ 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:

Individual renters and “for profit” businesses

1. Alcohol may be served at the Museum after operating hours only.
2. The renter must hire a caterer with a valid liquor license, and alcohol service must comply with State of Alaska Alcohol Beverage Control Board (ABC) rules.
3. There must be alternative beverages served (non-alcoholic).

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 from ABC and comply with all ABC rules and regulations.

With this permit

- A Special Events Permit is not needed.
- Beer, wine and hard liquor may be served free of charge or sold for consumption at the event.
- All profits from alcohol sales must go to the caterer and cannot be split with the renter.
- Minors are allowed if they are accompanied by at least one parent, guardian or spouse 21 years and over; and no alcohol may be served to minors.

Nonprofit organization renters

1. Alcohol may be served at the Museum after operating hours only.
2. The nonprofit renter must obtain a Special Events Permit from ABC.
3. There must be alternative beverages served (non-alcoholic).

A Special Events Permit

A Special Events Permit may be acquired from ABC under the following circumstances:

- Renter is a non-profit organization.
- Only beer and wine may be served free of charge or sold for consumption at the event.

With this permit:

- A bartender or caterer is not mandatory.
- Minors are allowed if they are accompanied by at least one parent, guardian or spouse 21 years and over; and no alcohol may be served to minors.

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.