



Dungeness Schoolhouse

Rental Agreement

2019

For Reservations & Information Email: SequimMuseum@olypen.com

Website: www.SequimMuseum.com

| | |
|---------------------|----------------------------------|
| Renter: | |
| Address: | |
| City State Zip: | |
| Rental Dates: | |
| Rental Time: | |
| Phone: | |
| Email: | |
| Type of Event: | Anticipated number of Attendees: |

| | NUMBER OF DAYS/HRS | FEE PER DAY | TOTAL |
|--|--------------------|-------------|-------|
| CLASSROOM 1 ST FLOOR Maximum 30 | | \$ | \$ |
| AUDITORIUM 2 ND FLOOR Maximum 90 | | \$ | \$ |
| KITCHEN (Non Cooking) | | \$ | \$ |
| USE OF ENTIRE BUILDING | | \$ | \$ |
| TOTAL RENT | | \$ | \$ |
| DAMAGE DEPOSIT (Must be SEPARATE CHECK) (Refundable) | | \$ 150.00 | \$ |

PLEASE MAKE CHECK PAYABLE TO "SEQUIM MUSEUM & ARTS"
175 WEST CEDAR ST. SEQUIM, WA 98382

Conditions of Agreement:

- This agreement is made between the Museum & Arts Center Dungeness Schoolhouse, and the Renter. The Museum agrees to rent the rooms identified above for the rental amount and time period indicated, based on the following conditions and terms:
- NO SMOKING and NO OPEN FLAMES allowed in the building or on the property.
- Consumption or serving of ALCOHOLIC BEVERAGES are prohibited in or around the building premises.
- No Pets are allowed in the building.
- Use of the Elevator is for handicap persons. Staff Operator must be present.
- Renter agrees to leave the premises and furniture in the same place and in the same condition as it was found at the time of rental. otherwise, all or part of the damage deposit will be used to cover expenses incurred to restore the premises or replace the property removed or damaged.
- With respect to the buildings age (126 years) of the Museum & National Historic site, do not move pianos or adjust blinds. Do Not place decorations on walls. Maximum occupancy for rooms are posted for your safety, fire, & structural reasons.
- Renter agrees to indemnify and hold harmless the Museum & Arts Center, Dungeness Schoolhouse, its' agents and assignees from all claims for injury to persons or property in connection with the use of the Dungeness Schoolhouse by the renter.

Reservations are confirmed ONLY when full payment & agreement has been received .

(Signature of Renter) (Please read and sign rental checklist on reverse side) _____ Date _____

For Museum Staff use

Confirmation # _____
 (Signature of Museum & Arts Center) _____ Date _____

| | | | |
|------------------|-------------|-------------|-------|
| Rent Paid | \$ _____ On | _____ Check | _____ |
| Damage Deposit | \$ _____ On | _____ Check | _____ |
| Deposit Refunded | \$ _____ On | _____ Check | _____ |



Dungeness Historic Schoolhouse Rental Agreement (continued)

*DAILY RATES AS OF JANUARY 2018
WEEKLY & MONTHLY RATES AVAILABLE UPON REQUEST*

Rental Checklist

- The renter is responsible for having a Clallam County Food Handlers permit if food is served to the public.
- Leave the premises as clean as when you found it.
- Wipe up any spills using only a minimum amount of water. **Do not** use cleaners.
- Erase Blackboards
- Remove trash from the facility
- Sweep floors after each use
- Clean tables & replace where they were found
- Stack chairs 8 high to accommodate space
- Clean floors and sink area after use
- Turn off all lights & secure the building
- Report any discrepancies to the Manager at:
SequimMuseum@olympen.com

| | |
|---|-------|
| Classroom 1st FL South Room | |
| Occupancy (Maximum 30) | |
| 1- 4 hour Minimum | \$75 |
| 1- 8 hours | \$100 |
| Auditorium 2nd FL | |
| Occupancy (Maximum 90) | |
| 1-4 hour Minimum | \$100 |
| 1-8 hours | \$160 |
| Kitchen/ Picnic area | |
| 1-4 hour Minimum | \$40 |
| 1-8 hours | \$50 |
| Entire Building | |
| 1-4 hour Minimum | \$190 |
| 1-8 hours | \$280 |
| Trash disposal per bag | \$10 |

(Signature Of Renter)

Date

Sign & return with check or money order to:

**Sequim Museum & Arts Center
175 W Cedar St.
Sequim, WA 98382**

Convenient drop off points:

- 175 W Cedar Street from 11am~3pm Wed~Sat (Museum Exhibit Center)
- 544 N Sequim Ave 24hr Door Drop (Museum Administration)