



**BENICIA HISTORICAL MUSEUM
STONE HALL & SPENGER GARDEN
RENTAL AGREEMENT**
2060 CAMEL ROAD, BENICIA, CA 94510
Ph. (707) 745-5435 Fax (707) 745-5869

Type of Activity _____ Date _____

Facility to be rented: Stone Hall _____ Open Time _____ Close Time _____
Spenger Garden _____ Open Time _____ Close Time _____

Estimated Number of Persons _____ Percentage of minors _____

Name of Renter (or Organization): _____ Non-Profit # _____

Street Address: _____ City _____ Zip _____

Person in charge of walk through at beginning and end of event: _____

Contact Phone: _____ Alternative phone: _____

FACILITY RENTAL FEES:

WEEKENDS:

- Stone Hall rental fee: Friday, Saturday and Sunday \$100 p/hour – Minimum 5 hours.
- Stone Hall and Spenger Garden rental fee: Friday, Saturday and Sunday \$150 p/hour – Minimum 5 hours.

WEEKDAYS:

- Stone Hall rental fee: Monday through Thursday \$40 p/hour – Minimum 5 hours
- Stone Hall and Spenger Garden rental fee: Monday through Thursday \$60 p/hour – Minimum 5 hours.

A discount of 15% off the total rental fee is available to active museum members who have been members for more than one year. Discount must be requested at time of application.

CLEANING DAMAGE DEPOSIT FEE:

- Stone Hall Cleaning Fee \$150 (includes picking up tables and chairs)
- Cleaning/damage deposit fee for Stone Hall is \$ 300
- Cleaning/damage deposit fee for combined rental of Stone Hall and Spenger Garden \$500

PAYMENTS:

- First payment: 50% of facility rental fee is due at time of application.
- Second payment: Balance of facility rental fee, optional items/services rental fee, and cleaning/damage deposit fee due 30 business days prior to rental date.
- If application is dated less than 30 business days prior to rental date, first and second payment are due in full at application time.

PAYMENTS RECEIVED:	Due date	Amount	Date received	Reference #	Processed by:
First payment					
Second payment					

REFUNDS ISSUED:	Date refunded	Amount refunded	Processed by:
Cancellation within 5 business days of application			
Cancellation prior to event			
Cleaning/damage deposit refund (after event)			

Notes:



**BENICIA HISTORICAL MUSEUM
STONE HALL & SPENGER GARDEN
RENTAL AGREEMENT**

2060 CAMEL ROAD, BENICIA, CA 94510
Ph. (707) 745-5435 Fax (707) 745-5869

RENTAL DETAILS:

- Will there be decorations (preparation time?) [] Yes [] No
- Will alcoholic beverages be served? [] Yes [] No
- Will admission tickets be sold? [] Yes [] No
- Will alcoholic beverages or food be sold? [] Yes [] No
- Will you hire security services? [] Yes [] No

A yes answer to any of the above questions will require further information in detail. If admission tickets are sold, any food or beverages sold are subject to sales tax, even if you are a non-profit organization.

**TERMS AND CONDITIONS OF STONE HALL AND SPENGER GARDEN
RENTAL AGREEMENT**

RENTER RESPONSIBILITIES:

1. Renter is responsible for all damage or injuries to any person(s) or property resulting from the use of the museum facilities. A general liability endorsement naming the Benicia Historical Museum as additional insured in the amount of \$1,000,000 is required. Information regarding availability of insurance can be obtained from the museum.
2. Renter is responsible for the facility and is expected to prevent event abuse and to enforce facility rules and regulations. The Museum Representative may close down an activity that poses a threat to the safety or the participants or the facility. If necessary the Museum Representative will stop the serving of alcoholic beverages and/or clear the facility and end the event.
3. Renter is responsible to ensure that the time you request includes all the time you will need to set up tables and chairs, put up and take down decorations, arrival and set up for your catering service, entertainment and clean up.
4. Renter is responsible for designating a person to meet with the Museum Representative for a walk through inspection prior to the commencement of rental and at the conclusion of rental.

Renter initials _____

CANCELLATIONS:

- All cancellations should be submitted in writing to the museum.
- If cancellation is received or post marked within 5 business days after application date, you will be refunded your first payment in full.
- If cancellation is received or post marked after 5 business days from application date, first payment will not be refunded.
- If cancellation is received or post marked after second payment, refund is limited to optional items and services rental fees and cleaning/damage deposit.

CLEANING/DAMAGE DEPOSIT REFUND:

The Cleaning/damage deposit will be refunded within 2-4 weeks following your facility use. If your scheduled hours of use exceed the designated time for any reason, additional fees will be deducted from the cleaning/damage deposit. Any cost for extra cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping, will result in a deduction or forfeit of your deposit. You will be billed for damages not covered by your deposit.

Renter initials _____

SECURITY:

All applications will be reviewed by the Benicia Police Department. The Police Department may require you to furnish professional security for your event, and this additional expense will be your responsibility. The Museum will have final approval regarding the professional security service used. A copy of the contract with the security company must be provided the Museum no less than 14 days prior to the event.

Renter initials _____

ALCOHOLIC BEVERAGES:

If alcoholic beverages are to be sold at the event, you must obtain a permit letter from the museum and a license from the Department of Alcoholic Beverage Control, 1515 Clay Street, Oakland, 94512. Phone 510-622-4970. Licenses are issued 30 days in advance. You must present the license when you check in on the day of the event.

Renter initials _____



**BENICIA HISTORICAL MUSEUM
STONE HALL & SPENGER GARDEN
RENTAL AGREEMENT**

2060 CAMEL ROAD, BENICIA, CA 94510
Ph. (707) 745-5435 Fax (707) 745-5869

HOLD HARMLESS:

The renter hereby agrees to save, secure, and hold harmless the Benicia Historical Museum, its officers and employees against claims of action, liability, judgments, costs and expenses, including attorney fees. The undersigned certifies that he/she accepts responsibility on behalf of the participants for any damage or theft sustained by the Museum because of the occupancy of said premises.

Renter initials _____

RENTAL AREAS:

Captain Charles Stone Hall is located on the first floor of building 9.
Spenger Memorial Garden, located behind building 9

DECORATIONS:

- All decorations must be flame retardant. Use of glue, nails, tacks or staples is strictly forbidden. You may use masking tape or painters tape to hang decorations. No tape of any kind may be used on the floors. Absolutely no taper candles – you may use floating or votive candles only.
- Use of any type of glitter, confetti, rice or birdseed is strictly prohibited on the premises.

Renter initials _____

OTHER SPECIFICS:

- Tables and chairs may not be removed from any building unless approved in writing by the museum.
- The renter may not store items in any area of the Camel Barn Complex either before or after the event unless approved in writing by the museum.
- Tickets may not be sold as an admission charge unless approved in writing by the museum.
- Smoking is not permitted anywhere within the Museum complex, except on designated area.
- Alcoholic beverages cannot be served or sold at events or rentals, which are primarily designed for minors under the age of 21 years.
- Gambling in any form will not be permitted unless the applicant has received prior approval from the Museum and the Benicia Police Department.
- The kitchen is available for catering and services only, not for cooking.
- Facility rental cannot be transferred, assigned or sublet.
- Animals are not permitted in the building (except service dogs)
- Parking availability is not guaranteed and on any occasion may be limited.
- Young children attending events must be under the direct supervision/control of an adult 18 years of age or older at all times and in all areas, especially the garden.
- Amplified music must end a minimum of one hour prior to the end of your scheduled facility use unless approved in writing by the museum.
- A contract may be terminated or voided by the museum if the information provided on the application is inaccurate and/or incorrect.
- After the event, the renter is responsible for:
 1. The removal of all decorations and all other items brought on the premises.
 2. The removal of trash from the buildings, garden and parking area and the placement of all trash and recyclable items in the appropriate dumpsters.
 3. The complete cleaning of the garden and the parking lot as detailed in the set up & cleaning guide lines.

Renter initials _____

I have read and agree with the terms and conditions of the entire contract.

Signature of Renter _____ **Date** _____

Museum Representative _____ **Date** _____

How did you find out about our rental areas? _____



**BENICIA HISTORICAL MUSEUM
STONE HALL & SPENGER GARDEN
RENTAL AGREEMENT**
2060 CAMEL ROAD, BENICIA, CA 94510
Ph. (707) 745-5435 Fax (707) 745-5869

STONE HALL AND SPENGER GARDEN INFORMATION AND RENTAL OPTIONS:

Stone Hall services 152 seated guests and 300 for activities that don't require formal seating
Spenger Memorial Garden services 100 seated guests and 150 for activities that don't require formal seating

AVAILABLE EQUIPMENT:

Included in your rental fee:

- Catering kitchen (serves as an area to warm up or keep already cooked food warm)
- Trash Cans and bags
- Brooms, dustpans, mops, bucket
- Stage

OPTIONAL ITEMS AND SERVICES RENTAL FEES:

	Cost
◆ 30-cup coffee urns (2)	\$ 10.00ea
◆ 1 hot water urn	\$ 10.00
◆ Museum open, two hours (no admission fee)	\$ 50.00
◆ Extra hours for set up on weekends at \$50 p/h. Number of hours _____	\$ _____
◆ Extra hours for set up on week days at \$20 p/h. Number of hours _____	\$ _____
◆ Tables and chairs	\$150.00
Total:	_____

Available numbers of tables and chairs

- 7 5 ft diameter round tables - Seats 8 - 10
- 18 4 ft diameter round tables - Seats 6
- 3 8 ft long rectangular tables - Seats 8 - 10
- 4 6 ft long rectangular tables - Seats 6 - 8
- 2 4 ft long rectangular tables - Seats 4 - 6
- 183 padded stackable chairs

CHART OF APPLICABLE FEES

◆ Total hours of rental ____ @ _____	\$
◆ Optional items and services	\$
◆ Stone Hall cleaning fee	\$
◆ Cleaning Damage Deposit fee	\$
<hr/>	
◆ Total	\$

OTHER WAYS WE CAN MAKE YOUR RENTAL PERFECT FOR YOUR EVENT:

Tell us what you would like. We may or may not be able to accommodate you. If we can't help we'll try to direct you to some one who can.

The Museum reserves the right to change, adjust, or delete any rules or regulations in this contract. The Museum reserves the right to close down any event which poses a threat to the safety of participants or the facility or violates any of the conditions as stated in the contract.



BENICIA HISTORICAL MUSEUM
STONE HALL & SPENGER GARDEN
RENTAL AGREEMENT
 2060 CAMEL ROAD, BENICIA, CA 94510
 Ph. (707) 745-5435 Fax (707) 745-5869

STONE HALL AND SPENGER GARDEN
SET UP AND CLEAN UP GUIDE LINES

BEFORE THE EVENT	Initials
To set tables and chairs please use the table and chair trucks.	
Stone Hall chair truck only carries up to 9 chairs at a time	
Small round table trucks carry up to 8 tables	
Nor chairs neither tables can be dragged in Stone Hall	
Spenger Garden chair truck can carry up to 10 chairs held by two people	
AFTER THE EVENT	
Chairs, tables and decorations from Spenger garden must be picked up after event	
Renter is responsible for the cleaning of Spenger Garden and Parking Lot.	
Removal all decorations and all other items brought in.	
Pick all the trash and take it to the dumpsters at the far front end of building # 7. Re-bag trash and recycling receptacles with new bags, including the ones in the bathroom.	

Note: The Museum representative will be available to answer questions and guide you as necessary. Service of the museum representative does not include waiting tables, cleaning or moving tables and chairs.

Signature of responsible party _____

Date _____