



# After-Hours Rental Contract

<i>OFFICE USE ONLY:</i>
Day: _____
Date: _____
Time: _____
Loc.: _____

Organization Name: \_\_\_\_\_

Contact's Full Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_  Yes, I'd like to receive LBCM's Newsletter

Cause for Celebration: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Preferred Date: \_\_\_\_\_ Alternate Date(s): \_\_\_\_\_  
(In case preferred date is not available)

Time of Rental: Arrive \_\_\_:\_\_\_ am/pm  
                                Depart \_\_\_:\_\_\_ am/pm

## After-Hours Rental Conditions:

- LBCM rentals are \$125 per hour, plus admission per person to be negotiated
- A staff member will be available to assist you 30 minutes prior to your rental, check in with you periodically, and help clean up afterward. Please ask for assistance as needed.
- You are welcome to bring a cooler for drinks. We appreciate you keeping food & drinks within the designated party space.
- No electrical appliances permitted. Unfortunately, we do not have the capacity to provide freezer/refrigeration space.
- Table decorations are welcome, but nothing may be affixed to the walls.
- When arranging for your visit, please communicate with the staff your table needs.
- Guests are able to play anywhere in the museum, as long as there is an adult present. Children must be supervised at all times. LBCM requires at least 1 adult for every 5 children.
- Guests will be charged for replacement of any items damaged. If guests do not treat LBCM exhibits or staff with respect, they will be asked to leave.
- Your rental will be confirmed upon receipt of a non-refundable \$50 deposit and availability. The full cost is payable at any time, but the balance must be paid 2 weeks prior to your rental. Cancellations with less than a two week notice are non-refundable.
- By signing this contract, you are agreeing to abide by LBCM's Rules of Play. For a copy of this policy, see the front desk.

- By signing this contract, you are agreeing to the LBCM Media Release Policy, which states that LBCM reserves the right to use any photos and videos taken on LBCM property of any and all guests associated with this event and you waive all rights to those media. For a copy of the full policy, see the front desk.
- LBCM believes in the safety of its patrons and staff at all times and therefore will follow the LBCM Inclement Weather Policy which states:
  - LBCM will be closed if a level 2 or 3 snow emergency is issued
  - LBCM reserves the right to close in anticipation of severe weather
  - If there is a closing due to weather, there will be social media posts on Facebook announcing the museum's closing
  - If you have scheduled a special event, birthday party, or field trip that has been cancelled due to weather or other unforeseeable events, it will be rescheduled at a convenient date of your choice as the calendar will allow or you receive a full refund
  - In the event of a cancellation, LBCM staff will contact you as soon as possible with the phone number on your event contract
  - All other cancellations due to weather or unforeseeable events will be decided by the Executive Director

**\*PLAY AT YOUR OWN RISK\***

**I have read and agree to the after-hours rental conditions above and attest that all the information provided is accurate and truthful.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_