



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

2060 CAMEL ROAD, BENICIA, CA 94510
Ph. (707) 745-5435 ♦ info@beniciahistoricalmuseum.org

RENTAL AREAS:

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

RENTAL DETAILS:

Type of Activity _____ Event Date _____

Facility to be rented: Stone Hall Spenger Garden & Stone Hall

Set-up Time: _____ Open Time: _____ Close Time: _____

Estimated Number of Persons: _____ Percentage of minors: _____

Name of Renter (or Organization): _____

Street Address: _____ City: _____ Zip: _____

Contact Phone: _____ Alternative phone: _____

E-mail: _____

Contract signatory/walk-through contact at beginning and after event: _____

- 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

A "yes" answer to any of the above questions may require further information.

FACILITY RENTAL FEES:

- **Stone Hall** only day-of-event rental fee: \$150.00 per hour – Minimum 4 hours.
- **Spenger Garden plus Stone Hall** day-of-event rental fee: \$200.00 per hour – Minimum 4 hours. *Because of Health and facility security concerns, it is not possible to only rent the Garden without the rental of the Hall, therefore, all Garden rentals include rental of the Hall.*
- Weekday, pre-event, set-up time for the Hall during regular Office and/or Museum hours (9am–4pm) is generally available upon request, hours to be determined. The first hour will be free and additional time will be charged at \$150.00 per hour. Overtime, above pre-scheduled hours, will be charged at \$300 per hour, in full one-hour increments. *Please note that set-up in the Garden can only be done on the day of the event.*
- A discount of 15% off the total rental fee is available to all museum members. Discount must be requested at time of contract signing.

NOTE: *Please be aware that our terms and conditions may have changed since you last reviewed the rental section of our BHM website, spoke to a member of staff, or visited our facility. We cannot honor past price quotes and/or terms and conditions, etc. unless they are a part of a previously executed rental document contract that is still active.*

Renter initials _____



CLEANING FEE AND DAMAGE DEPOSIT:

- Cleaning Fee is \$250.00. This is in addition to the facility rental fees and is non-refundable. Cleaning Fee includes post-event sweeping, mopping, and Museum take down of *indoor* tables and chairs — renters are responsible for take down and put away of *outdoor* tables and chairs.
- Damage Deposit for Stone Hall is \$600.00, or \$800.00 for both the Hall and Spenger Garden. Damage Deposit is separate from the facility rental payment, and will be returned in total or in part depending on the condition of the building, garden, and grounds upon rental completion and report from the Museum representative/cleaning firm.
- Note: renters who provide photos of their set-up/event to the Museum for publicity purposes will be issued a \$25.00 discount/payment rebate if those images are used on our website or for other publicity.

Renter initials _____

PAYMENTS:

- To secure the Rental and reserve a date: Damage Deposit is due at time of application/reservation. Deposit will be refunded if the contract is cancelled within one (1) month of contract signing. If cancelled after one month, deposit will not be refunded.
- First payment: 50% of Facility Rental Fee is due no later than one month from date of application/reservation.
- Second payment: Balance of Facility Rental fee and Optional Items/Services Fees are due one month prior to rental date.
- If application is dated less than 30 business days prior to rental date, payment is due in full at time of application.

Renter initials _____

CANCELLATIONS:

- All cancellations should be submitted to the Museum via letter or email.
- Payments will be refunded if a rental is cancelled within one month of contract signing. If contract is cancelled after one month, no refunds are guaranteed, but may be issued at the Museum's discretion.

Renter initials _____

INCIDENTALS/ADDITIONAL OR OVERTIME RENTAL HOURS:

If additional rental hours for either pre-event set-up or your event are required, please notify the museum as soon as possible. An amendment will be made to this agreement, and additional charges invoiced at regular hourly rates. The Museum realizes unforeseen circumstances may result in additional rental time on the day of your event; however **if your scheduled hours of facility use exceed the contracted event close time for any reason, charges for those additional hours will be incurred at the rate of \$300 per hour, in one-hour increments, and will be subtracted from the damage deposit.**

Renter initials _____

DAMAGE DEPOSIT REFUND:

The Damage Deposit will be returned within 1-3 weeks following your facility use. Any cost for extra cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings, plants, the fountain, irrigation system, barrels, landscaping, etc. will result in a deduction from or forfeit of your deposit. Any damages not covered by your deposit are due and payable the on the first working day following the event. **If ANY stones/coins are found in the fountain after the event, NO deposit refund will be given as they cause irreparable damage to the fountain pump.**

Renter initials _____

RENTER RESPONSIBILITIES:

1. Renter needs to be 21 years or older and present at least one form of photo ID. # _____
2. Renter is responsible for all damage or injuries to any person(s) or property resulting from the use of the museum facilities.
3. **A general liability endorsement naming the Benicia Historical Museum as additional insured in the amount of \$1,000,000 is required by the City/Museum. Renter is responsible for ensuring any outside catering/food trucks/services also have adequate insurance coverage.** Information regarding event insurance providers can be obtained from the museum.
4. Renter is responsible for the facility and is expected to prevent event abuse and to enforce facility rules and regulations. In the unlikely event that an activity poses a threat to the safety of the participants or the facility, a Museum Representative has the right to stop the serving of alcoholic beverages and/or clear the facility and end the event.



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5. Renter is responsible for ensuring that rental hours contracted include all time needed for set up of tables and chairs, put up and take down of decorations, arrival and set up of catering service and/or entertainment, and clean-up. Set-up time prior to the day of your event is usually available, providing it takes place during regular office hours (Tuesday – Friday 9:00 AM – 4:00 PM) and does not conflict with other Museum activities. The first hour of this set-up time is free, with additional hours at \$150.00.
6. Take down by the Museum of indoor tables and chairs is included in the rental charges, however garden chairs must be put away by the renter within the contracted time. *Please note: the Garden needs to be set up the same day of your event since tables, chairs, etc. cannot be left out overnight.*
7. Please do not assume the Museum can open and close the facility to let in caterers, etc. outside the scheduled set-up times, as this requires scheduling additional paid staff.
8. Renter is responsible for all vehicles parked in the parking lot. No cars may be left in the lower parking lot after your rental as the gate will be locked upon completion of the event.
9. 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. Please be advised that facilities personnel provide us with a condition report after cleaning, which may also negatively affect rental deposit refund.
10. **Minors attending events or on the premises during set-up must be supervised by an adult at all times and must remain indoors unless accompanied outside by an adult.**

Renter initials _____

ALCOHOLIC BEVERAGES:

Alcohol may be served at your event to guests who are of legal drinking age. 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 _____

FIRE SAFETY/SMOKING/OUTDOOR FOOD PREPARATION:

The Benicia Historical Museum is currently unable to authorize **ANY** cooking or grilling over open flame or wood-burning ovens in the outside Museum areas due to fire concerns. Caterers/Food Trucks may use outside cooking facilities provided they are fully insured and covered under the renters event insurance, set up farther than 20ft from any building or vegetation, and follow best practices for commercial food preparation. Due to fire concerns and the nature of the Museum complex and surrounding vegetation, there is **NO SMOKING** in the Museum buildings or anywhere on the Museum grounds, including the parking lots and the Garden. Our Museum representative on duty has the authority to enforce these rules and will call the police and/or fire department to enforce these rules if necessary. **Should Renter or any member of Renter's party be found to have smoked on Museum grounds, Renter's ENTIRE Damage Deposit will be forfeit.** We appreciate your understanding of these strict but necessary precautions.

Renter initials _____

DECORATIONS:

- All decorations must be flame retardant. Use of glue, nails, tacks or staples on walls or windows is strictly forbidden. You may use 3M *Command* brand hooks and strips **only** on walls, other brands can damage the paint surface. 3M *Command* hooks and strips are available for purchase (\$1 each) in the Museum office if needed. No tape of any kind may be used on the floors or walls. Absolutely no taper candles – you may use floating or votive candles only.
- Use of any type of glitter, confetti, rice, birdseed, or artificial flower petals are strictly prohibited in the garden.

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.



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- Be aware that the Museum is open to the public Wednesday through Sunday, from 1pm to 4pm, and Museum patrons have access to the restrooms in Stone Hall. **Please keep the area in the Hall entryway clear during set-up and event, and do not block the hallway entrance to the restrooms or the gate and stairway to the Museum during Museum hours.**
- The catering kitchen is available for food storage, plating, and service. The oven may be used to warm food ONLY; cooking is prohibited as there is no venting or exhaust fan available/allowed in this historic building.
- **No food, chafing dish fuel, live flowers with water, wax, or candles should be left out overnight pre-event.** Ants and other pests are attracted to these items.
- Facility rental cannot be transferred, assigned, or sublet.
- Unless the Garden is part of the rental, attendees may not use the grounds/garden area except for entrance, egress, parking, and trash removal. Renters found using the Garden without prior rental will be subject to additional fees.
- Minors (guests under 18 years of age) on the premises 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. Our Caretaker is not a babysitter – unsupervised minors are **not allowed** outdoors. Allowing unsupervised minors outdoors will result in an additional charge of **\$100 per hour. No exceptions. Please Note:** Children seem to be particularly inclined to throw rocks into the fountain. This causes extensive damage to the water pump.
- 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 onto the premises.
 2. The removal of all food items and beverages, emptying of all trash containers from the buildings, garden and parking area and the placement of all trash and recyclable items in the appropriate dumpsters.
 3. The complete removal and storage of chairs and/or tables, if used in the garden.

Renter initials _____

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 Museum is not responsible for loss, damage, or theft of personal property brought to the Museum by anyone connected with rental.

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. Renters are reminded that they are responsible for supervising minors attending events.

Renter initials _____

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

Signature of Renter _____ Date _____

Museum Representative _____ Date _____



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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
- Low rise platform/stage

The Museum representative will show you where these items are located.

Available tables and chairs for rent:

- 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
- 94 Plastic folding chairs for the garden

On the day of your rental, the Museum representative will unlock the garden shed where outdoor chairs are stored.

FACILITY RENTAL FEE:	# of hours	Price per hour	Cost
Hours of rental of Charles P. Stone Hall <i>OR</i>		\$150.00	\$
Hours of rental of both Stone Hall & Spenger Garden		\$200.00	\$
Sub Total, Facility Rental			\$
RENTAL AND SERVICES FEES & OPTIONAL ITEMS:			
			Cost
Pre-event set up (during office/Museum hours)		\$150.00	\$
Cleaning fee		\$250.00	\$
Tables and chairs?		\$150.00	\$
Other			
Sub Total, Optional Items and Services			\$
Total Rental Costs			\$
Damage Deposit (all or a portion of which may be refunded)			\$
Amount Due First Payment (50% Facility Rental)			\$
Amount Due Second Payment (50% Facility Rental + Optional Items and Services)			\$

The Museum reserves the right to change, adjust, or delete any rules or regulations in this contract from time-to-time as deemed necessary. 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.

Renter initials _____

NOTES: _____



STONE HALL AND SPENGER GARDEN SET-UP AND CLEAN UP GUIDELINES

BEFORE THE EVENT

- 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
- Chairs and tables cannot be dragged in Stone Hall.
- Do not drag stage platform pieces.
- Any food and beverages (except beverages in unopened bottles) brought in prior to the event must be stored in the refrigerator. Water, wax candles, and grease-based chafing dish warmers cannot be left out overnight.
- Spenger garden chair truck can carry up to 10 chairs held by two people
- Set-up time and access to garden chairs etc. must be scheduled in advance and noted in contract.

AFTER THE EVENT

- Chairs, tables and decorations from Spenger garden must be picked up and put away by close of event. Put-away of Hall tables and chairs is done by the Museum.
- Remove all decorations and all other items brought into the hall and/or garden.
- Dispose of any food inside the Hall to prevent pests from entering the facility.
- Pick up all trash and recycling and take it to the dumpsters at the far end of the parking lot. Recyclables (bottles, cans, and paper, all un-bagged) go in the small dumpster, and landfill in the large dumpster. Re-bag trash and recycling receptacles, including the ones in the bathroom, with new bags.
- **Please keep in mind that your close time is when the Museum representative will be locking the gate. All personal property should be removed from the premises, and all cars from the parking lot. You will be charged for extra time spent in the Hall/Garden after your close time.**

Note: The Museum has the right to refuse rental. The Museum representative will be available to answer questions and guide you as necessary.

Signature of responsible party _____ Date _____

PAYMENTS DUE:	Due date	Amount	Date received	Reference #	Processed by:
Deposit					
First payment					
Second payment					
REFUNDS ISSUED:			Date refunded	Amount refunded	Processed by:
Cancellation within one month of application					
Damage deposit refund (after event)					

How did you hear about us? Personal contact, online, magazine or other publication, etc.:

Your input is greatly appreciated!
The Museum will refund renters \$25 upon completion of rental if you submit photos of your event set-up and those photos are used on our website or for other advertising purposes.