



# Rental Agreement

607 4th St • Sioux City, IA 51101 • p 712-279-6174 • f 712-252-5615 • scpm@sioux-city.org • www.siouxcitymuseum.org

Please sign and return the original copy of this agreement to the Sioux City Public Museum. A copy of the contract will be signed and returned to you. A deposit of \$100.00 must be paid to hold your reservation, unless waived by staff. Your fee is due the day of the event. Please carefully review the attached "Sioux City Public Museum Facility Rental and Policy Guideline" pertaining to food service, alcohol, music and building usage.

## CONTACT INFORMATION

Contact Name: \_\_\_\_\_

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

Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## EVENT INFORMATION

Event Date: M T W Th F Sat Sun \_\_\_\_\_, 20\_\_\_\_ Time of Event (include setup/takedown): \_\_\_\_\_ to \_\_\_\_\_

Briefly describe the event: \_\_\_\_\_

Layout Preference: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Will you serve food? Yes / No Caterer's Name: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Will you serve alcohol? Yes / No Renter is responsible for adherence to all Iowa laws applicable to usage of and distribution of alcoholic beverages.

## RENTAL FEES

- Single Classroom \$20/hr, \$60/4 hr period
- Double Classroom \$30/hr, \$100/4 hr period: After hours rates (2 hr minimum) with exhibit areas open \$125/hour  
After-hours rates (2 hr. minimum) without exhibits: Monday–Thursday \$50/hr, Friday – Sunday \$75/hr
- Conference Room \$20/hr, \$60/4 hr period
- Optional Equipment
  - Projector \$10/use \_\_\_\_\_ (check if requested)
  - TV/VCR/DVD \$10/use \_\_\_\_\_
  - Sound System \$10/use \_\_\_\_\_
  - Flat Screen TV \$10/use \_\_\_\_\_
  - Use of Kitchen (food prep only – no cooking) \$20/hour \_\_\_\_\_

TOTAL ALL FEES = \$ \_\_\_\_\_ Deposit Required yes / no

## AUTHORIZATIONS

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Museum Rep: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

FOR MUSEUM ONLY deposit: cash/check/cc \$ \_\_\_\_\_ date \_\_\_\_\_ final: cash/check/cc \$ \_\_\_\_\_ date \_\_\_\_\_

By signing this agreement the User acknowledges that they have read and agree to adhere to all of the "Sioux City Public Museum Terms and Conditions of Use" set forth therein.