



# San Francisco Railway Museum

*Keeping The Past, Present, In the Future*

## Event Rental Agreement

### Contact Information

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Event Information**

Group Name/Event: \_\_\_\_\_ Date: \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**NOTE:** Use of the museum as event space requires a minimum two hour rental including setup time. All groups are responsible for leaving the museum in the same condition found. Payment is due in full to reserve the space. Museum is available for event space rental only outside of normal operating hours (Tuesdays thru Sundays 10am-6pm).

### Payment Information

Credit Card (Visa, MasterCard or Discover only)     Check (Space is reserved once payment is received)

Credit Card Payment Information:

Name On Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ 3-Digit Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Authorized Amount To Charge: \$ \_\_\_\_\_ (See accompanying information for rates)

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_



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## TERMS

**Rental Fees:** All balances are due at time of reservation. Payment may be made by cash, check, or credit card. Payment and signed reservation agreement is due to reserve the time and space. No terms are implied or granted and not access to the space is available until the setup time listed above.

**Damages:** The premises must be maintained and left in the same condition as when rented and satisfactory to the San Francisco Railway Museum management. Any cleaning or repairs deemed necessary beyond normal use will be charged to the group contact listed above. This amount may be charged to any credit card provided. caterers must remove all trash, composting and recyclables from the site as we do not have adequate facilities. Failure to remove or clean will result in additional fees. if the building or any part of the premises or its historic contents, including furniture or artwork, is damaged during the event, renter will be solely responsible for such damage.

**Cancellation:** Notification of cancellation must be submitted in writing no later than 14 days prior to date of reservation. Cancellations made within 14 days of reservation will be forfeit.

**Liability:** renter agrees to indemnify, defend, and hold San Francisco Railway Museum, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at The San Francisco Railway Museum.

In the event The San Francisco Railway Museum, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay The San Francisco Railway Museum, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by The San Francisco Railway Museum, including all collection expenses and interest due.

**Capacity:** Renters understand that the maximum standing capacity of The San Francisco Railway Museum is 40 people and will not exceed this limit.

**Site Decoration:** The San Francisco Railway Museum wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. we ask that only the staff of The San Francisco Railway Museum rearrange and move any furnishings, including artwork, lamps, antiques, exhibits or seating. No nails, screws, staples or penetrating items should be used on our walls or fine wood. No gummed backing materials may be used. No glitter or foil (non-paper) confetti is allowed on site.

**Contact/Renter Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**Conduct:** There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. renter and guests shall use the premises in a considerate manner at all times. conduct deemed disorderly at the sole discretion of The San Francisco Railway Museum staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. in such cases no refund of the rental fee shall be made.

**City, State and Federal Laws:** Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, no exceptions. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. The San Francisco Railway Museum reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of The San Francisco Railway Museum or the safety of its staff, guests, or building contents.

**Entry and Exit:** Renter agrees that The San Francisco Railway Museum staff may enter and exit premises during the course of the event. A representative of The San Francisco Railway Museum will be on-site during your entire event and will be checking periodically with the responsible parties to insure everything is working smoothly. We will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

**Agreement:** I have read and understand the above policies. I hereby agree to the terms outlined above.

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

We hope you will refer others here and are happy to answer any questions you might have about the types of events we do. We are also happy to personally welcome your guests and speak to them about the historic nature of the streetcars, the museum, and its contents.