

# Naranjo Museum Venue Space

## *Make your next Event Timeless!*

### **Museum rental includes:**

- Full access to museum facilities including museum classroom from 4pm-10pm on selected evening.
- (8) 8ft slender tables and (6) standard 6ft tables
- 50 metal chairs
- Admission for up to 100 guests
- Museum staff member present at event

### **Museum Rental Cost:**

- Friday-Sunday \$1,000
- Monday-Thursday \$800

**How to reserve your museum rental:** A signed rental agreement form along with a \$500 deposit must be turned in no less than 2 weeks prior to your event. Depending on availability, the museum can be rented any day of the week after 4pm.



**Setup:** You may setup for your event before the start time, you must inform museum manager what time you intend to setup. Please note that the museum is open to visitors from 10am to 5pm before your event and though signs can be put up discouraging visitor from touching your decorations, museum staff is not responsible for any damages to decorations.

**Decorations:** Decorations are permitted as long as they are not fastened to or tied to any museum exhibits or exhibit barriers. Banners or signs placed on walls must not cover any artwork and must be put up with ticky-tack only. (no tape, thumb tacks or command hooks). Balloons must be secured to a chair or table, helium balloons cannot be released in the museum as they will get caught in the engine of the mobile exhibits.

**Alcohol:** If you plan to serve at alcohol at your event, you must hire a police officer for security. Name of the officer must be submitted before the start time of the party.

**Photography:** The Naranjo Museum reserves the right to take photos of setup and decorations for promotional ads. (we will not use photos of guests, or photos that include personal information).

**Clean Up:** As the renter, you are responsible for cleaning up your event. You will have 30 minutes after your event to do the following clean up:

- Remove ALL trash: you must remove all trash and place bags in the gray bins behind the museum.
- All tables and chairs must be returned where they were. Tan chairs and 8ft tables go in the classroom and silver chairs and 6ft tables go against the wall and on wracks to the left of garage door in the back of museum.
- Any rented items from outside companies must be placed in the back of the museum.
- Any excessive messes left in the museum (including in bathrooms) and any major debris left may result in additional charges.
- Any rented items (table cloths etc) must be piled/stacked in the back of the museum for pickup.
- Any damages to the museum as a result of your guests or your event, will result in charges.
- With the basic rental, the museum is only responsible for sweeping and mopping after your event.

### **Additional Items**

- Wood Pallet Bar (\$25): This wood pallet bar is a beautiful rustic bar that goes well with the museum background. It includes storage behind the bar for supplies.

Questions? Contact Veronica Amoe [veronica@naranjomuseum.org](mailto:veronica@naranjomuseum.org)

# Naranja Museum Venue Space Rental Agreement Form

## CONTACT INFO

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Name of Organization/Business: \_\_\_\_\_

## EVENT INFO

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_ Hours: \_\_\_\_\_  
What is the nature of your event? (birthday/business etc): \_\_\_\_\_  
Will you be serving alcohol and providing security? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Will there be food at your event? \_\_\_\_\_ Yes \_\_\_\_\_ No

Add ons (check any add on items)

Note: You must notify staff where you want to place bar few days before your event.  
\_\_\_\_ Wood Pallet Bar (\$25.00)

## RENTAL AGREEMENT

To reserve the museum for your event, this form along with a \$500 deposit must be turned into the museum. The remaining amount will be due on the evening of your event.

By signing below, you and your party take full financial responsibility for any damages to the museum during your event. (this includes damages to tables, chairs and museum property) You agree to pay \$500 to reserve your event and agree to pay the remaining amount the day of your event. You understand that there is a \$50 cancellation fee after your reservation is placed, and a \$200 cancellation fee with 7 days or less notice. You have read and agree to the terms lined out in the museum venue information.

By signing below, you understand that the Naranja Museum of Natural History, its staff, volunteers or representatives cannot be held liable or responsible for any injuries to you or your guests during your event. (Including during setup/cleanup). You understand that the Naranja Museum may use photos of your event setup/decor (not guests) to promote the museum venue online or in print.

Name (print): \_\_\_\_\_

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

Office Use only

Date reservation was placed: \_\_\_\_\_ Amount paid: \_\_\_\_\_ method of payment: \_\_\_\_\_

Final Payment date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_