

**Churchill County Museum Event Host Contract**  
**1050 South Maine Street Fallon Nevada 89406**  
**(775) 423-3677**

Event Name: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

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

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

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

Event Contact Phone: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Public or \_\_\_\_\_ Private

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Number of people expected \_\_\_\_\_

**Rules for use of the facility**

- The Museum is a Museum first and a rental facility second, events hosted at the museum shall not endanger its exhibits or collections. Exhibits may not be moved or altered in any way to accommodate an event.
- Hosts must take their garbage with them. Cans and liners will be provided, but garbage must be removed at the end of the event.
- Sales of alcohol and food require licensing by the appropriate authorities.
- The kitchenette is provided as a courtesy and is not designed for cooking.
- Event hosts must provide their own tablecloths, plates, cups etc.
- Use of candles, glitter, and confetti are prohibited.
- Event hosts agree to leave the premises in the same condition as when they arrived.
- Events for children must have adequate adult supervision.
- Event hosts must provide a \$25 non-refundable deposit to secure the date of their function, the remaining fee of \$125 must be paid within five business days in advance of the event. Checks should be payable to the Churchill County Museum Association. A returned check fee of \$35 will be charged for any returned check which is returned to the Association as unpaid for any reason by the host's bank or financial institution.
- Event hosts agree to hold harmless and indemnify the Churchill County Museum Association, its Board of Directors, volunteers, agents or insurers and Churchill County, its employees, officers, agents or insurers for any claims, losses, liabilities, damages, costs or expenses incurred as a result of any claims or suits that may arise from the hosted event at the museum.

I hereby certify that I am 18 years of age and an authorized representative of the Event organizer and may enter into legal agreements on its or my behalf.

\_\_\_\_\_

Event Host

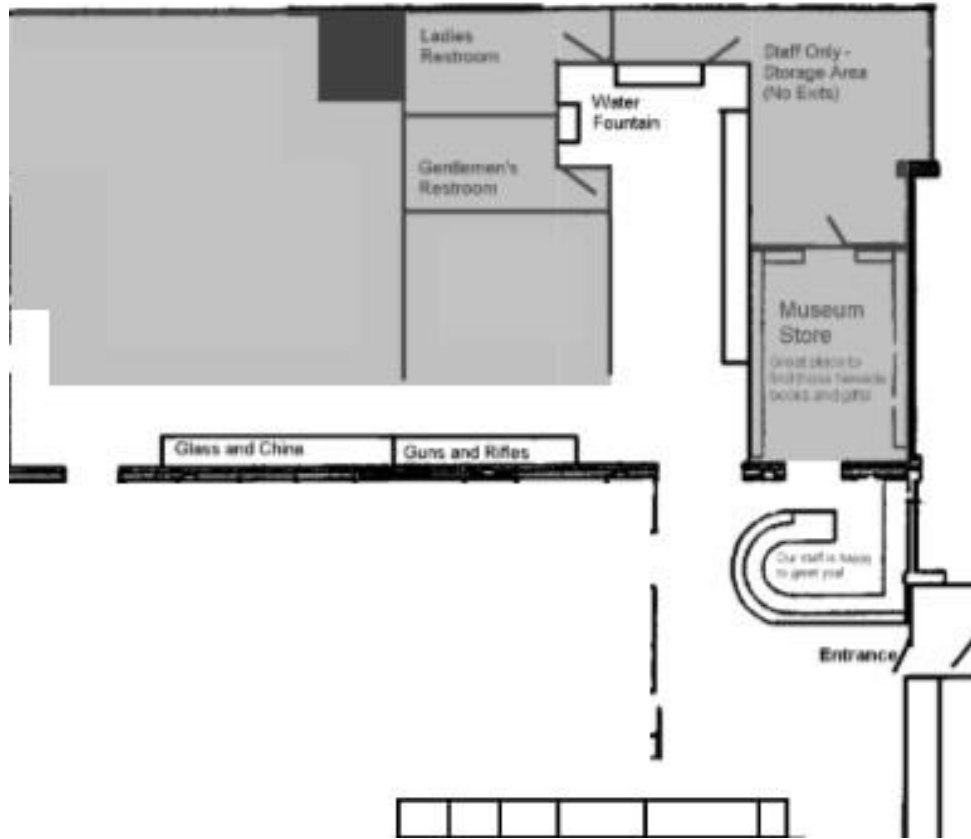
\_\_\_\_\_

Date

(Over)

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Please let us know how you would like your event configured:



How many tables and chairs would you like to use?

- 5' Round Tables (17 available)
- 6' Round Tables (1 available)
- 6' X 30" Rectangular Tables (6 available)
- 8' X 30" Rectangular Tables (5 available)
- 32" X 43" Cocktail Tables (6 available)
- Banquet Chairs (150 available)
- I would like to use the museum's PA system
- I would like to use the museum's digital projector and screen

Please include the following in my rental agreement:

- Tablecloths \$10 each
- Chair Covers \$.75 each
- 15' X 15' Dance Floor \$200.00
- Photo Booth \$150.00 plus \$.75 per print out
- Interactive Floor \$100 per game

Non Refundable Deposit Paid \$25	Payment Method Reference	Date:
Fee Paid	Payment Method Reference	Date: