



SAN MATEO COUNTY HISTORY MUSEUM

2200 BROADWAY REDWOOD CITY, CA 94063

650-299-0104

SUE@HISTORYSMC.ORG

RENTAL APPLICATION

Today's Date: _____

Name of Organization: _____

Name of Contact Person: _____

Phone Number: (Home) _____ (Work) _____

Fax #: _____ E-mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Date(s) Requested: _____

Type of Event: _____ Estimated Attendance: _____

Set-Up Time: _____ Event Time: _____ Clean-Up Time: _____

SECTION OF MUSEUM REQUESTED: (✓) Please submit floor plan within 30 days of event.

- Entire Museum 1st Floor Rotunda 2nd Floor Courtroom A Catering Kitchen Atkinson Room

VENDORS: (Please list all vendors to be used.) **Caterer must be chosen from our preferred list.

Caterer**: _____ Delivery Date: _____ Time: _____ Pick up Date: _____ Time: _____

Florist: _____ Delivery Date: _____ Time: _____ Pick up Date: _____ Time: _____

Musicians: _____ Delivery Date: _____ Time: _____ Pick up Date: _____ Time: _____

Furniture Rental Co: _____ Delivery Date: _____ Time: _____ Pick up Date: _____ Time: _____

MUSEUM EQUIPMENT AVAILABLE FOR RENTAL: (Please review Rental Regulations for pricing.)

Podium: _____ Easels: _____ PA System: _____ Microphones: _____ Round Dinner Tables: _____

EXHIBIT GALLERIES: \$485.00 all galleries OPEN CLOSED Second Floor only \$297.50 OPEN CLOSED

- Living California Dream Entrepreneur's Who Changed the World Immigrants Exhibit Natures Bounty Journey to Work Maverick's

EVENT INSURANCE: Required: Copy of insurance policy due in History Museum 30 days prior to event with final payment.

SECURITY SERVICE PERSONNEL: One (1) Security Guard per 100 guests. The fee is \$35.00 per/man per/hour.

ALCOHOLIC BEVERAGE POLICY: The Museum strictly adheres to the Alcoholic Beverage Control rules. Alcohol is not permitted in public areas prior to Museum closing time. Alcohol can be sold with ABC License.

Will alcoholic beverages be sold at event? YES NO

JANITORIAL FEE: \$350.00 fee is charged for all events.

REFUNDABLE SECURITY DEPOSIT: \$500.00 refundable security deposit for up to 200 guests must be submitted to reserve date. \$750.00 deposit for full bar. \$1000 deposit required for more than 200 guests. Check or credit card accepted. Any violation of this contract will result in deduction of Security Deposit. Deposit refunds by Museum upon inspection of venue after event.

CANCELLATION POLICY: Cancellation of event must be made in writing 60 days prior to event.

IN SIGNING THIS APPLICATION, I CERTIFY THAT I HAVE READ AND UNDERSTAND THE SAN MATEO COUNTY HISTORY MUSEUM'S RULES AND REGULATIONS AND WILL ABIDE BY ANY CONDITIONS SET FORTH THEREIN.

APPLICANT SIGNATURE: _____ DATE _____