



## RENTAL APPLICATION

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Work/Cell) \_\_\_\_\_

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

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

**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:** \$400.00 fee is charged for all events.

**REFUNDABLE SECURITY DEPOSIT:** \$750.00 refundable security deposit for up to 200 guests must be submitted to reserve date. 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.*  
**FINAL PAYMENT DUE 30 DAYS PRIOR TO EVENT.**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_