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/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

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

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: $350.00 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 f 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_____