



4355 Bonita Road, Bonita, CA 91902  
(619) 267-5141 tel., (619) 267-2143 fax  
bonitamuseum@sbcglobal.net

Please review this contract carefully. Sign and return it with the appropriate fee.

By this agreement, User does contract with the Bonita Museum & Cultural Center, hereafter referred to as the Museum, to use the Museum facilities on the date below.

Date of Event: \_\_\_\_\_ Time Event is to Begin: \_\_\_\_\_ Time Event is to End: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Name of Organization/User: \_\_\_\_\_

Non-profit 5013c # \_\_\_\_\_

Authorized Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

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

Time Set up is to Begin: \_\_\_\_\_ Cleanup to be completed by (time): \_\_\_\_\_

The User agrees to abide by the policies and conditions outlined in this contract.

The User agrees to designate one person to be in charge while at the Museum. The person in charge must be present during the entire event and insure the Museum is cleaned up after the event. If different from the Authorized Contact Person please include the name of the person in charge during the event. Person in charge during the event and for cleanup: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

The fee for renting the Museum is \$100 per hour for a two-hour minimum. (Non-profit rate is \$ 75.00 per hour). New \$75 level Member organizations receive FREE use of the facility for one (1) event.

Please note that event time includes setup and cleanup.

The User agrees to pay \$ \_\_\_\_\_ to rent the Museum for \_\_\_\_\_ hours. If use exceeds this number of hours the User agrees to pay \$ 50 for each additional hour. (\$ 25 per hour for non-profit organizations).

The User agrees to pay \$ \_\_\_\_\_ (1/2 the rental fee) upon signing this contract.

The balance of \$ \_\_\_\_\_ is due on or before the day of the event.

*Checks should be made payable to the Bonita Museum & Cultural Center*

CATERING: Failure to clean-up after event will invoke a \$100.00 Clean-up fee. Damage to facilities will be assessed and collected.

Food and beverages are not provided by the Museum but the User can provide their own or arrange for a caterer. The User agrees to insure that no food or drinks will be placed on or near the collections or in the collections area of the storage rooms. Rental fees do not include any catering, tenting, or transportation. The Museum agrees to provide only the following equipment: Tables, chairs, PA system, use of Refrigerator. Tablecloths, tableware, napkins and beverage containers are the responsibility of the User. Only wine and beer can be served.

CAPACITY: The User agrees to insure that no more than 150 people will be in the Museum building at any one time for a stand up buffet/hors d'oeuvres event. Sit down dinners can accommodate a max of 50 people. Lectures can accommodate 100 max.

RENTAL HOURS: Event rental hours are from 4:00 p.m. – 10 p.m. Mon.- Sun. including set –up and clean up.

PARKING: Available on a first come first served basis.

MUSIC: All residential noise control ordinances will be observed. PA system may NOT be used on outdoor patio. All other intended music must be approved by the Director of the Museum prior to the event.

SMOKING: There is NO smoking or open flames (i.e. candles) allowed in any room of the museum.

DECORATIONS: Any decorations must be approval by Museum staff. Furniture or objects belonging to the museum may not be moved or handled without permission of the Museum staff.

The User assumes liability for loss or damage to the Museum property that results from its use of the facility, and agrees to hold the Museum harmless for loss or damage to the persons or property of its members or guests while at the Museum. The User assumes responsibility and liability for illness resulting from the serving of food and drink at the Museum and agrees to hold the Museum harmless.

If the event must be postponed, the payment will apply to the later date. If the event is canceled, written or e-mailed notification must be received by the Museum at least 10 days prior to the scheduled date in order for the User to receive a full refund. If the event is canceled less than 10 working days prior to the scheduled date, the User forfeits ½ the rental fee. Postponement and/or cancellation must be in writing or an e-mail from the Authorized Contact Person for the User.

I certify that I have read, understand, and accept the conditions set forth in this contract.

\_\_\_\_\_  
Date \_\_\_\_\_

Authorized Contact Person for the User Date

Bonita Museum & Cultural Center \_\_\_\_\_

Date \_\_\_\_\_

