



Oregon Coast Military Museum Rental Agreement

Today's Date: _____ Date(s) of Event/Rental: _____

Name of Organization/Renter Name: _____

Authorized Contact Person: _____

Address: _____

Phone: _____ Email Address: _____

Best Time(s) and Method to Contact: _____

Type of Event _____ Anticipated Attendance: _____

Time Event is to Begin: _____ Time Event is to End: _____

Time Set-up is to Begin: _____ Cleanup to be completed by: _____

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

The Renter agrees to designate one person to be in charge of the Event at the Museum. The person who is in charge must be present during the entire event and insure that the facility is cleaned up after the event. If the person who is charge of the event is different from the primary contact, please provide their name and contact information below:

Name of the Person in charge of the event and cleanup: _____

Phone: _____ E-Mail: _____

Facility Rental Fees

| <input checked="" type="checkbox"/> | Spaces for Rental | Capacity | Availability of Section |
|-------------------------------------|------------------------|----------|---------------------------------|
| <input type="checkbox"/> | Theater / Meeting Room | 15-20 | 8:00 a.m. to 10:00 p.m. |
| <input type="checkbox"/> | Gift Shop | 40 | Before and After Business Hours |
| <input type="checkbox"/> | Parking Lot/Outside | 80 | Before and After Business Hours |
| <input type="checkbox"/> | ½ Main Exhibit Hall | 45 | Before and After Business Hours |
| <input type="checkbox"/> | Full Facility | 60 | Before and After Business Hours |

(A Museum Representative will be present and available throughout the Event to answer questions and any concerns that may arise.)



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The Oregon Coast Military Museum (OCMM) greatly appreciates your interest in holding your event at the Museum. The Museum's facilities are available for rent throughout the year, excluding major events periods or holidays. To find out if a day/time has been reserved, please contact our Operations Manager and he would be happy to verify if a time has been reserved by another party. A list of Museum Operated Events can be found on our website under the Events tab.

Museum Rental Policies and Conditions

Alcohol:

- Alcohol may not be served while the facility is open to the public, however it can be served after hours. **Minors are prohibited from consuming alcohol** on museum property even if a parent of the minor secures the alcohol. No sale of alcohol is permitted on museum property. A Liability waiver must be signed the renting party. Alcohol may not be sold or allow for donations in compliance with Oregon Liquor laws. The renting parties' primary contact is responsible for ensuring any person who is underage does not have access to alcoholic beverages.

Renter's Initials: _____

Cancellation:

- In the event of a cancellation, the OCMM will try to accommodate an alternative reservation date. If an alternate date is not agreed upon, a **\$30 cancellation fee** will be charged if the OCMM is not notified **at least one week prior** to the rental date on the agreement.

Catering:

- The Renter is responsible for making arrangements for all food, beverage and other needs. All catering equipment and supplies must be picked up at the conclusion of the event. The Museum will not be responsible for any lost or stolen catering equipment or other supplies. **No open flames** of any sort are permitted on the premises. Outdoor cooking is not permitted within 100 feet of the building.
- The use of food and beverages is restricted to the Gift Shop, Theater, and other designated areas.
- No food or drinks are permitted on exhibits or displays.

Agreement Form Revised 5/18/2021 Mailing Address: P.O. Box 2040, Florence, Oregon 97439

www.oregoncoastmilitarymuseum.com | 541-902-5160 | ocmmflorence@gmail.com

Cleaning Expectations:

- Garbage and recycle bins can be provided by the Museum for the disposal of trash and recyclables. All trash and recycle created by the event is the responsibility of the Renter or Caterer and must be properly bagged and removed from the building at the conclusion of the event. All chairs and tables will be folded and set aside.

Damages:

- Damages occurring to the property and/or furnishings of the OCMM by a client/renter or their guests are the responsibility of the client. If management deems anything inappropriate, it holds the right, at any time, to demand that the activity be stopped or event be terminated. All children must be supervised at all times. Clients are not permitted to affix anything to the walls, floors, ceilings, or displays with nails, tacks, staples, tape or glue. If any damages are found, the Renter will be contacted for additional payment and restitution. **Renter's Initials:** _____

Deposit:

- A 25% non-refundable deposit is required. The areas of use and grounds will be inspected before and after each event to ensure there is no damage. If none is found, the deposit will be applied toward the total rental fee. If damage is found, the Renter will be contacted for any additional costs. **Renter's Initials:** _____

Equipment:

- The Museum has a small supply of tables, chairs and other amenities available for use during the event at an additional charge. The Canteen is available for use free of charge during the event and includes access to a small refrigerator, sink and microwave. The Renter is responsible for any additional furnishings and equipment needed during the event.

Liability:

- The Oregon Coast Military Museum will not be responsible for any personal injury or death or lost, stolen, or damaged items. OCMM is not liable for any unforeseen event. The renter assumes responsibility for any damage to the property and or furnishings of OCMM. The renter acknowledges that it is, liable for the actions and behavior of the Renter's guests during the rental period, and at any other time such guest is on or around the rental space as a result of the Renter's use of the rental space. Renter agrees to indemnify and hold harmless the OCMM from all liability arising from the activities of the Renter and the Renter's guests during the rental period. **Renter's Initials:** _____

Payment:

- Payments can be made in the form of cash payment, check, or card. All payments should be made to Oregon Coast Military Museum and can be received in person by museum staff with advance notice or mailed to P.O. Box 2040, Florence, OR 97439. **There will be a \$10 charge of non-sufficient funds of checks plus any applicable bank fees.**

Renter's Initials: _____

Parking:

- Guest parking is available in the Museum's primary parking lot and gravel lot behind the Museum. Parking along Kingwood St. or at the Airport may result in vehicles being towed or ticketed by the city.

Political:

- The Museum does not and will not endorse any candidate for public office or participate in any political campaign on behalf of any candidate. Any views or opinions expressed at any rental event held at the Museum's facilities are solely those of the speaker or the renting group and should not be attributed to the Museum in any form. Any private rental of Museum facilities by political groups or for political fundraisers does not imply nor infer support or endorsement of a political candidate. As a 501(c)3 organization the Museum does not support any political candidates who may or may not rent the Museum's facilities.
- The following disclaimer must be included on all marketing materials in which the museum is mentioned: "The Oregon Coast Military Museum does not endorse any political candidate, political party, or organization".
- The Museum and its logo cannot be used as a part of any group or political campaign endorsement as a result of a rental agreement.
- No Political signage is permitted on the grounds of the Museum.

Reservation of Rights:

- The Oregon Coast Military Museum reserves the right to cancel agreements for non-payment or for non-compliance with any of the rules, terms, and conditions set forth in this agreement. The OCMM reserves the right to accept or decline rentals.

Rental Fees and Time Clarifications:

- Meeting Room/Theater – Before, During, or After Business Hours
 - \$35 per hour
- Gift Shop – Before or After Hours
 - \$45 per hour (Including set-up and tear down)
- Main Exhibit Hall – Before or After Hours

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- ½ Exhibit Hall Section - \$75 per hour
- Full Facility including Theater, Main Exhibit Hall and Gift Shop- \$100
- Rental time begins with set-up and ends after tear down. Rental time is based on the half hour (I.e. from 12:00 to 4:25 is 4 and ½ hours etc.)
- Tear down must be completed immediately following the event.
- Veterans or Veteran Orientated events receive a 10% on rental fees
- Non-Profits receive a 10% discount on rental Fees
- OCMM Members receive a 20% on rental fees
- Discounts do not stack.

Staff:

- A staff member or member of the Museum’s Board of Directors will be on site during the event to answer questions and direct the Renter and the Renter’s guests. Staff are not to be considered security for the Renter or handle security responsibilities.

Ventilation and Emergency Exits:

- All Emergency exits are to remain closed during any event rental. The primary entrance in the Gift Shop will be the entryway and exit for all events. Emergency exits require a clear area around and leading up to the door to ensure a smooth exit route in the event of an emergency.

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

_____ **Renter’s Signature** _____ **Date**

_____ **Museum Representative’s Signature** _____ **Date**



Oregon Coast Military Museum Rental Agreement

Oregon Coast Military Museum LIABILITY AGREEMENT

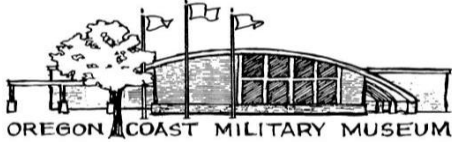
The Oregon Coast Military Museum takes no responsibility for the consumption of alcohol by parties which supply their own beverages. _____ is renting the facility on _____ for a(n) _____ event/meeting. I have read the above statement, and I verify, with my signature, the action that any alcohol was purchased by the renting party and not supplied by the Oregon Coast Military Museum. The Oregon Coast Military Museum is not liable for any personal injury or death or lost, stolen, or damaged items. OCMM is not liable for any unforeseen event. I also recognize that, I as the client, will assume responsibility for any damage to the property or furnishings of the Oregon Coast Military Museum.

Renter Representative's Signature

Date

Museum Representative's Signature

Date



Oregon Coast Military Museum Rental Agreement

Rental Packages:

| Packages Additional Hours see Price List | Cost Includes Setup | Option Selected |
|--|------------------------|--------------------|
| <p>Theater/Meeting Room Package – 2 Hours</p> <ul style="list-style-type: none"> • Seating for 14 - 7x Benches • Projector & Screen • Speaker Lectern w/ Microphone <p>(Additional Equipment may result in additional fees.)</p> | \$60 | |
| <p>Gift Shop Lecture Package – 2 Hours</p> <ul style="list-style-type: none"> • Seating for 18 to 24 – Wooden Chairs • 6x 6’ft Tables • Speaker Lectern w/ Microphone • Projector & Screen <p>(Additional Equipment may result in additional fees.)</p> | \$100 | |
| <p>Gift Shop Gathering Package – 2 Hours</p> <ul style="list-style-type: none"> • Seating for 36 – Wooden Chairs • 6x 6ft Tables • 1x 4ft Table <p>(Additional Equipment may result in additional fees.)</p> | \$125 | |
| <p>Outdoor Ceremony Package – 2 Hours</p> <ul style="list-style-type: none"> • Seating for 80 – Wooden & Metal Chairs • 1x Outdoor Canopy for Shaded Area • 8x 6ft Tables • Speaker Lectern w/ Microphone OR Lectern w/ Single Speaker System <p>(Additional Equipment may result in additional fees.)</p> | \$150 | |
| <p>Full Facility Package – 2 Hours</p> <ul style="list-style-type: none"> • Seating for 48 – Wooden Chairs • 8x 6ft Tables • 8x Table Cloths • 3x 3ft Round Tables • Projector & Screen in Theater • Speaker Lectern w/ Microphone <p>(Additional Equipment may result in additional fees.)</p> | \$300 | |
| <p>Customized Package – 2 Hours Please see Hourly Rates & Equipment Rental Sheets to customize what is needed for your event.</p> | Varies | |



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Additional Hour Rates

| X | Spaces for Rental | Capacity | Rental Costs per Hour | Availability of Section |
|----------|------------------------------|----------|-----------------------|---------------------------------|
| | Theater / Meeting Room | 15-20 | \$35/hr | 8:00 a.m. to 10:00 p.m. |
| | Gift Shop | 40 | \$45/hr | Before and After Business Hours |
| | Parking Lot/Outside | 80 | \$70/hr | Before and After Business Hours |
| | ½ Main Exhibit Hall | 45 | \$75/hr | Before and After Business Hours |
| | Main Exhibit Hall, & Theater | 60 | \$100/hr | Before and After Business Hours |

Additional Equipment and Supply Fees

(Added as additional costs to packages)

| Items Available | Amount Available | Price per Each Item | Number of Items Requested |
|--|----------------------------|--|---------------------------|
| 6' Ft x 30" In Rectangle Tables | 10 | \$5.00 each | |
| 3' Ft Round Tables | 3 | \$4.00 each | |
| 4' Ft Rectangle Tables | 1 | \$4.00 each | |
| Wooden Chairs w/ Padded Seating | 60 | \$0.50 each | |
| Metal Chairs | 73 | \$0.30 each | |
| Cold Beverage Drink Dispensers | 4 | \$3.00 each | |
| Serving Platters | 10 | \$2.00 each | |
| Table Cloths (See list of Tablecloths for Options) | 12 | \$5.00 each | |
| American Flag w/ Stand | 3 | \$2.00 each | |
| Easels | 6 | \$3.00 each | |
| Mannequin Torso Uniform/Outfit Stands | 4 | \$4.00 each | |
| Pedestal (3x Large, 6x Medium, 4x Small) | 10 | \$4.00 Each | |
| Stage Section Two Angled & Two Rectangle Sections | 4 | \$4.00 per section or \$12 for all four | |
| Photo/Speaker Backdrop W10'xH7' (See List of Backdrops for Options) | 1 – Stand 5 - Backdrops | \$7.00 for Set | |
| Wooden Lectern | 4 | \$5.00 each | |
| Lectern w/ Built-in Speaker | 1 | \$10.00 | |
| Final Amount of Items Requested: | | Final Cost: | |



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Electronic and Appliance Equipment Fees

(Added as additional costs to packages)

| Items Available | Amount Available | Price per Each Item | Number of Items Requested |
|---|--|---|---------------------------|
| Keurig K-Cup Coffee Machine (K-Cups not Supplied) | 1 | \$5.00 | |
| Large Party Coffee Machine (Coffee Grounds & Filters not Supplied) | 1 | \$6.00 | |
| Projector Screen & Projector | 1 – Theater 1 – Gift Shop 1 – Free-Stand | THR - Package GS - Package FS - \$10.00 | |
| Portable Single Speaker System (1x Speaker, 1x Microphone) | 1 | \$5.00 | |
| PA Speaker System (2x Speakers, 2-4 Microphones) | 1 | \$15.00 | |
| Blue-Tooth Surround Sound System | 1 – Gift Shop 1 – Main Hall | \$6.00 each | |
| Final Amount of Items Requested: | | Final Cost: | |

Equipment Packages

| Packages Available | Amount Available | Price per Each Item | Packages Requested |
|---|------------------|---------------------|--------------------|
| Sit Down Table Package: 6ft Rectangle Table & 6 Wood Chairs. | 10 | \$6.00 per Set | |
| Single Presenter Package: Portable Single Speaker System, Lectern, Wireless Microphone, Microphone Stand, 4x Stage Sections, 2x Flag Stands. | 1 | \$20.00 | |
| Multiple Presenter Package: PA Speaker System, Lectern, 4x Wireless Microphone, 3x Microphone Stand, 4x Stage Sections, 2x Flag Stands. | 1 | \$30.00 | |
| Packages Requested | | Final Cost: | |

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