

REQUEST FOR USE OF MUSEUM FACILITIES
 Central Washington Agricultural Museum
 Phone: (509) 457-8735 - Email: info@centralwaagmuseum.org

Date Submitted _____ Name of Organization _____

Type of Event _____ **Activities must be approved by museum**

List Activities _____

Start/End Time _____ - _____ Approximate Number Attending _____

Facility Requested:

Items Needed:

- _____ Meeting Room w/kitchen (capacity 60)
- _____ Show Grounds Area/Pavilion Building #17
- _____ Small Open Covered Picnic Area
- _____ Gazebo

- _____ Picnic Tables (Max 9)
- _____ Porta-Pots (Max 10)
- _____ Modern Toilet Trailer
- _____ Wedding Arbor (Max 1)

PERSON RESPONSIBLE: NAME _____

Please Print

Address _____ **City** _____ **ST** _____ **Zip** _____

Home Phone _____ **Work Phone** _____ **Cell** _____

Person Responsible Signature _____

APPROVED BY _____ Date _____

(Museum Representative)

**Office Use: Please enter the Request in pencil on the calendar – When Approved:
Please put the completed form in the Facility Use Folder (file by date)**

OFFICE USE ONLY

Facility Use Area/Building _____

Deposit Received by _____ Date _____ Amount _____ Ck _____ Cash _____

Facility Use Received by _____ Date _____ Amount _____ Ck _____ Cash _____

Deposit Returned by _____ Date _____ Mailed _____ Other _____

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1. Any event that has mechanical or hazardous displays or equipment must have \$1,000,000.00 worth of liability insurance.
2. The museum will furnish 1 portable toilet and the organization using the grounds or shelters shall furnish 1 additional portable toilet for each 50 people expected at any one time. The organization shall be responsible for making all arrangements.
3. All shows and activities shall be conducted in an orderly fashion and in compliance with all state, county, and local regulations, laws, and codes.
4. The organization using the facilities shall be responsible for sufficient garbage containers and shall see to their proper disposal.
5. No digging of the turf is permitted. Flag and marker stakes shall not exceed 1 inch in diameter.
6. Program hours shall be daylight hours except by special arrangement.
7. Show ground lights by special arrangement only.
8. Parking shall be in designated areas only.
9. Overnight parking must be pre-approved. There are no RV hookups. Electricity is available with your own 110V power cord in some areas. Water is available at spigots between April 15 and October 15 with your own hose. There is no RV sewer dump.
10. All damage to sprinkler heads, underground lines of any kind, or other facility infrastructure will be paid for by the organization using the facilities at actual repair cost if it exceeds the damage deposit.
11. The organization using the facilities shall be responsible for all parking, traffic control, and policing connected with the event.
12. All use is on a first come/first serve basis. The facility requested is reserved once payment and deposit have been received.

13. All activities must be approved by museum representative.

I have read and agree to the above terms and conditions

Responsible Person Signature _____ **Date** _____

RECOMMENDED DONATION (S) FOR FACILITY USE
 Central Washington Agricultural Museum
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- Meeting Room & Kitchen (capacity 60)
 Per Day (up to 8 Hours)-----\$300.00 _____
 Weekend -----\$500.00 _____
- Show Grounds Area (North side of display buildings to creek) and Pavilion Building #17
 Per Day (up to 8 Hours)-----\$300.00 _____
 Weekend -----\$500.00 _____
- Small Picnic Area (Covered Open Picnic Area – Tables included)
 Per Day (up to 8 Hours)-----\$200.00 _____
 Weekend -----\$300.00 _____
- Gazebo
 Per Day (up to 8 Hours)-----\$200.00 _____
 Weekend -----\$300.00 _____
- Picnic Tables (Per Each) -----\$ 2.00 _____
- Porta-Pots (Per Each) -----\$ 60.00 _____
- Modern Toilet Trailer -----\$400.00 _____
- Wedding Arbor (Per Use) -----\$ 50.00 _____
- **REQUIRED** Clean up and damage Deposit (*Refundable*)-----\$100.00 _____

If more than one area is reserved, only one damage deposit is collected.

NOTE: Each additional area after the first-----\$150.00

***Please Note: Donation & Damage Deposit must be paid 2 weeks in advance per unit.
 Please make 2 Separate checks----one for Donation & one for Deposit.
 The deposit is refundable if the facilities are left in approved condition.***

- Organizations accepting entry donations or admissions will share 10% of gate receipts with the Agricultural Museum in addition to the above fees.
- Program hours are limited to daylight hours unless otherwise authorized.
- Applications may be rejected without cause.
- Fees are subject to change without notice.
- The person(s) signing this agreement and the organization they represent will be responsible for all breakage and damage done to furniture, appliances, dishes, and kitchen equipment or to the building proper.
- **NO ALCOHOLIC BEVERAGES ARE PERMITTED**
- The person(s) signing this agreement and the organization they represent will save and hold harmless Central Washington Agricultural Museum from all loss, liability, and/or expenses resulting from any injury to any person or any damage to any property caused by or resulting from any act or omission of the organization during the event held on the date specified.

I have read and agree to the above terms and conditions

Responsible Person Signature _____ **Date** _____