



Lake Jackson Historical Museum



Rental Fees

<u>Application Fee</u>	Non-refundable	\$35.00
<u>Mon-Fri</u>	All day rental (10AM-11PM)	\$400.00
	Hourly rental (4-11PM)	\$40.00
<u>Sat-Sun/Holidays</u>	All day rental (10AM-11PM)	\$500.00
	Hourly rental (4-11PM)	\$50.00
<u>Security Deposit</u>	Fully refundable*	\$125.00
	*Please refer to terms and conditions	
<u>Officer Fee</u>	Required for events of 100+ attendance and/or presence of alcohol.	\$30.00 (Hourly) <i>(minimum of 3 hours)</i>
<u>Closing Fee</u>	Fee for every regular business hour museum must be closed. *Does not apply to all day rentals	\$20.00 (Hourly)
<u>Chairs</u>	Free if lessee sets up 50¢ per chair if LJHA staff sets up	Varies
<u>90inch Round Tablecloths</u>	Tablecloths are white, lap-length	\$6.00 per tablecloth

Association Memberships receive 10%-20% discount on rentals.
Non – Profits receive a 20% discount on rentals.

The Lake Jackson Historical Association is not able to supply tables.
A limited number of chairs and tablecloths are available. If your caterer does not supply these items, then you may rent them from either of the following companies:

Daniel's Rentals, 979-265-5291
Performance Party Rents, 979-848-8863

In order for the Lake Jackson Historical Association to hold the date,
an application fee plus 1/2 of the rental fees are due at booking.
The remaining balance and security deposit are due 30 days prior to event.





Lake Jackson Historical Museum



Inquiry Form*

Lessee Name: _____

Address: _____

Telephone: (Home) _____ (Cell) _____

Event: _____

Date of Event: _____

Time of Rental: _____ Anticipated # of guests: _____

Rate: \$ _____ x Hours: \$ _____ = Rental Rate: \$ _____

In order for the Lake Jackson Historical Association to hold the date, an application fee plus 1/2 of the rental fees are due at booking.

1/2 Rental: \$ _____

Application fee: \$ 35.00

Total Due: \$ _____

Remaining Balance of Rental in addition to the Security Deposit of \$125.00 is due 30 days in advance of the rental date. (Security deposit is fully refundable if the facility left in same condition as it was before event)

Remaining Balance: \$ _____

Security Deposit: \$ 125.00

Additional Fees: \$ _____

Officer Fee \$ _____

Remainder Due: \$ _____

Date Due: _____

Additional Comments:

Please check each item that has been reviewed with a Museum representative:

- Discussed cancellation policy?
- Will an LJ Police Officer be present?
- Discussed flash photography?
- Discussed cleanup?
- Discussed policy regarding petals, rice, etc..?
- Discussed children's policy?
- Discussed red drinks?
- Discussed decorations & lighting?
- Discussed policy regarding use of candles?

**This is not a binding contract for rental of Museum premises:
this worksheet is for information purposes only.*





Lake Jackson Historical Museum

Facilities Rental Application & Agreement

1. Date prepared: _____

2. Lessee information:

2.1 Name of organization or group: _____

2.2 Person to contact/title: _____

2.3 Physical address:

2.3.1 Street: _____

2.3.2 City, State, and Zip: _____

2.4 Mailing address (if different):

2.4.1 Street: _____

2.4.2 City, State, and Zip: _____

2.5 Contact numbers:

2.5.1 Work: _____

2.5.2 Home: _____

2.5.3 Cell: _____

2.5.4 Fax: _____

2.5.5 Email address: _____

3. Event Information:

3.1 Nature of event (i.e., wedding reception, business meeting, birthday party):

3.2 Date of event: _____

3.3 Times of event:

3.3.1 Start of setup: _____

3.3.2 Start of function: _____

3.3.3 End of function: _____

3.3.4 End of teardown/cleanup: _____

3.4 Anticipated attendance: _____





Lake Jackson Historical Museum

Facilities Rental Application & Agreement

3.5 Will alcohol be served? Yes --- No

3.6 Will the event be catered? Yes --- No

If so, please identify: _____

(Note: Caterer must be selected from Association's approved list.)

3.7 Will there be entertainment? Yes --- No

If so, please identify: _____

3.8 Do you wish the Association to supply docents? If so, how many? _____

Cost is \$15/hour *per* docent.

4. Agreement:

4.1 Upon acceptance by the Museum, Lessee agrees to rent the Lake Jackson Historical Museum premises on the date and for the time indicated, for the rental amount indicated in Item 4.4 of this application and agreement.

4.2 Lessee hereby acknowledges that they have read, understand and agree to follow the attached Facility Rental Terms and Conditions of the Association. _____ (Initials required)

4.3 Lessee agrees to relinquish the Museum premises not later than the time indicated in Item 3.3.4 above.

4.4 The rental fee is: \$ _____

4.5 In order for the Association to hold the date, the application fee plus 1/2 of the rental fee is due at booking. The remaining balance and the security deposit are due 30 days prior to the event.

4.6 The information supplied by Lessee in this application and agreement is true and correct to the best of Lessee's knowledge and belief, given with the intention that the Association rely upon it.

4.7 Signer represents and warrants that he/she has full authority to execute this agreement on behalf of Lessee.

5. Acceptance by Lessee:

5.1 Signature: _____

5.2 Date: _____

6. Acceptance by Museum:

6.1 Signature: _____

6.2 Date: _____





Lake Jackson Historical Museum

Facilities Rental Terms & Conditions



1. Indemnification:

Lessee agrees to indemnify and hold harmless

- The Lake Jackson Historical Museum, operated by the Lake Jackson Historical Association,
- and the City of Lake Jackson,
- and their respective agents, employees, officers, directors, members, and volunteers from any and all claims, damages, losses, costs and expenses of any nature whatsoever, including attorneys fees, arising from or in any way connected with the rental or use of the Association premises by Lessee, its agents, employees, invitees, or guests, including claims, damages, losses, costs, and expenses arising from the negligence of the Museum and/or the City of Lake Jackson and/or their respective agents, employees, officers, directors, members, and volunteers.

2. Facilities and Access:

- 2.1 Lessee is renting public areas of the Museum premises and may only access these areas.
- 2.2 The Association does not furnish tables, podiums, audio/visual equipment, dishes, flatware, or any other such furnishings or equipment for events. Lessee must provide all such furnishings and equipment and must arrange the delivery and removal of same, all at Lessee's sole expense.
- 2.3 Lessee, including without limitation its decorators, caterers, entertainers, invitees, and guests may only access the Museum premises on the day of the event (unless previous arrangements have made with Museum Coordinator).
- 2.4 Lessee will relinquish the Museum premises no later than the ending time for teardown and cleanup indicated in the Facilities Rental Application and Agreement.

3. Activities and Prohibitions:

- 3.1 Lessee may use the Museum premises only for the purposes stated in the rental application and agreement.
- 3.2 The Museum premises may not be used for any illegal, dangerous, lewd, or immoral purpose, or for any sleeping or lodging purposes.
- 3.3 All Lessee activities will be coordinated with the Museum Coordinator prior to the event.
- 3.4 An Association representative must be present during the entire event, including set-up, takedown, and cleanup. The Association representatives' purpose is to aid in protecting the Museum premises from misuse or abuse. Lessee agrees that Lessee and its agents, employees, invitees, and guests will abide by all reasonable instructions given by the Association representative. However, Lessee agrees the presence or absence of the Association representative in no way diminishes its full liability for damage to the Museum premises as stated in Item 8 below.
- 3.5 No equipment or furnishings may be placed within one foot of any museum exhibit (no food is allowed on carpeted areas of the Museum: no exceptions). This includes, for example, chairs, tables, podiums, loudspeakers, and caterer and entertainer gear.
- 3.6 Fire exits and fire extinguishers must remain unobstructed at all times.



Lake Jackson Historical Museum

Facilities Rental Terms & Conditions



Continued...

- 3.7** No decoration or other materials may be attached to the Museum building or its contents, whether by tape, glue, or other adhesive materials, or by nails, thumb tacks, pins, or by any other means that may puncture, mar, deface, or otherwise damage the Museum premises.
- 3.8** No alteration may be made to the Museum premises.
- 3.9** Candles may be used inside the Museum building with the advance approval of the Museum Coordinator and a review of fire safety procedures.
- 3.10** Food and drink are not allowed in the carpeted areas of the Museum. Red drinks such as wine or punch are not allowed inside the building at all.
- 3.11** Rice, confetti, glitter, sawdust, bottled bubbles, dropped flower petals, soap bubbles, bird seed or any other such item is prohibited anywhere on the Museum premises. This applies to the grounds as well as inside the building.
- 3.12** Children 14 and under are allowed only in designated areas (1st floor of Museum) under adult supervision.
- 3.13** If alcohol is to be served, it must be incidental to and not the primary focus of the event. Red wine is not allowed at any event.
- 3.14** Smoking is not allowed within the Museum building, or within 15 feet of any entrance in accordance with city code. This includes Electronic Cigarettes.
- 3.15** Flash photography by professionals or attendees is minimally allowed within the Museum such as facing the front door or in the center atrium on the first floor. No flash photographs of exhibits or animatrons allowed. The Lessee is responsible for making this clear to guests.
- 3.16** Individual musicians (Harpist, Flautist) or Symphonic quartets are allowed, however, entertainment noise levels must not exceed 90 decibels. Bands must be approved by the Museum Coordinator.

4. Security:

- 4.1** In addition to the Association representative required in Item 3.4 above, a uniformed certified police officer must be present for all events serving alcohol or with anticipated attendance of 100+. The officer(s) must be present during the entire event.
- 4.2** Lessee is responsible for securing and payment to the officer(s) needed.
- 4.3** The officer(s) have the authority, in their sole discretion; to call in additional backup as may be needed to handle any situation. Should this occur, Lessee would be liable for any additional costs.

5. Catering:

- 5.1** If the event is to be catered, the caterer must be selected from the Association's list of approved caterers. It should be understood, however, that this is simply a list of caterers who have obtained permits from the City of Lake Jackson, and the Association makes no representation regarding and is not liable for the performance of any caterer, including without limitation to health and safety issues.
- 5.2** Red drinks of any kind are not allowed.



Lake Jackson Historical Museum

Facilities Rental Terms & Conditions

Continued...



6. Cleanup:

- 6.1 Lessee has inspected the Museum premises and agrees to lease the premises “as is” and at the conclusion of the event to leave the premises in the same condition as when Lessee’s use of the Museum premises began
- 6.2 The Lessee has the option to forfeit the security deposit for janitorial services in lieu of cleaning the premises themselves.
- 6.3 If, in the sole judgment of the Association, extraordinary janitorial cleanup is required, Lessee will be liable for the additional cost, as determined by the Association in its sole judgment, plus a 15% administrative fee.

7. Cancellation:

- 7.1 **By Lessee:** To cancel an event, Lessee must give the Association written notice. A cancellation form is available at the Museum. If this form is completed at least 30 days prior to the event, Lessee will receive a full refund of all monies paid prior to that date, less the application fee of \$35.00. If this form is not completed at least 30 days prior to the event, Lessee will forfeit all monies due and payable by Lessee to date of the cancellation.
- 7.2 **By the Museum:** The Museum may cancel or preempt the event by written notice delivered to Lessee at least 30 days prior to the event. In this case, Lessee will receive a full refund of all monies paid by Lessee. No application fee will be deducted.

8. Damages:

- 8.1 Lessee accepts full liability for any and all damages to the Museum premises caused by Lessee, its agents, employees, members, invitees, or guests. In case of such damage, Lessee will pay the Association the entire repair or replacement cost, as determined by the Association in its sole discretion, plus a 15% administrative fee.

9. Payment:

- 9.1 Lessee agrees to pay immediately upon notification any and all sums owed by it to the Museum pursuant to the rental agreement, including without limitation deposits, rents, charges for additional security, charges for extraordinary janitorial services, and charges for damages.

10. Miscellaneous:

- 10.1 Lessee must bring any additional requests to the attention of the Museum Coordinator for advance consideration and approval.



Lake Jackson Historical Museum

Rental Cancellation Request



Lessee Name: _____ **Date:** _____

I am terminating our rental agreement for the following reason:

Date of Event: _____

Name of Event/Organization: _____

Total Paid to Date: _____

Minus Application Fee: -\$35.00

Total To be Refunded: _____

Lessee Signature

Date

Please mail refund to:

FOR EMPLOYEE USE ONLY

Cancellation Received _____

Received By _____

Check Requested _____

Date Mailed _____

*Refund will be mailed in the form of a check. We will not refund credit cards.





Rental Checklist



All items must be approved by Association Representative in order to receive Security Deposit Refund.

Restrooms

- Make sure all toilets are flushed
- If there is water on the counters, have Lessee wipe it off
- If trash containers are full or overflowing, they need to be taken and emptied in the dumpster behind the Museum (NOT the recycling bin).
- Spot check floors, do they need to be swept? Mopped?

Kitchen

- Make sure trash *is* emptied & taken to large dumpster behind the Museum (NOT the recycling bin).
- Counters and walls wiped down
- Make sure Lessee removes all personal belongings from the kitchen

Rotunda

- Floors, do they need to be swept? Mopped? *
** If there was food being served or flowers present, the floors MUST be swept.*
- Do carpets need to be vacuumed? *
** If there was food being served, the floors MUST be vacuumed.*
- Make sure Lessee removes all belongings from the premises
- All chairs and tables put away or taken away*
** Please make sure our chairs are put back where they came from**
- If Lessee rented LJHA tablecloths, please have them stacked in kitchen

Date of Rental _____

Lessee X _____

Association Representative X _____





Charges & Credits

Office Only



Description	Amount	Payment	Date/Accepted By
Application Fee			
Rental Fee (hourly Fee x # of hours)			
Closing Fee (if Applicable)			
Docents (____ @\$15 hour)			
Security Deposit (Janitorial)			
Officer Fee (____ @\$30 hour)			
Set Up Fees (____ Chairs @ .50 each)			
Tablecloths (____ @ \$6 each)			
Subtotal :			
-Member/Non-Profit Discount			
Application Fee + 1/2 Rental Due to Hold Date for Museum Rental			
Balance Remaining Due 30 days before event			

<u>Application Fee</u>	Non-refundable	\$35.00
<u>Mon-Fri</u>	All day rental (10AM-11PM)	\$400.00
	Hourly rental (4-11PM)	\$40.00
<u>Sat-Sun/Holidays</u>	All day rental (10AM-11PM)	\$500.00
	Hourly rental (4-11PM)	\$50.00
<u>Security Deposit</u>	Fully refundable, dependent on required terms & conditions met.	\$125.00
<u>Officer Fee</u>	Required for events of 100+ attendance and/or presence of alcohol.	\$30.00 (Hourly) <i>(minimum of 3 hours)</i>
<u>Closing Fee</u>	Fee for every regular business hour museum must be closed. *Does not apply to all day rentals	\$20.00 (Hourly)
<u>Chairs</u>	Free if lessee sets up 50¢ per chair if LJHA staff sets up	Varies
<u>90inch Round Tablecloths</u>		\$6.00 per tablecloth





Lake Jackson Historical Museum Permission for Inflatable

Lessee Name: _____ **Date:** _____

Will you have a :

Moonwalk _____ Waterslide _____ Inflatable _____

All items must be placed outside the Museum.

Performance Party Rents -(979) 848-8863
Jumping All Around-(979) 849-5595

Name of company you will be renting from: _____

A certificate of liability and a State of Texas Certification MUST be provided to the Lake Jackson Historical Museum within 14 days of the scheduled function or applicant will lose inflatable privileges at the designated event. Such liability certificate must list City of Lake Jackson as certificate holder at 249 Circle Way, Lake Jackson, TX 77566. Commercial liability must read a minimum of \$1,000,000.00 (one million dollars) in coverage. Under descriptions, the appropriate functions must be listed and described such as types of rides, moonwalks, etc., placement of rides and date of scheduled event.

Certificate must be obtained from the company by the Lessee.

FOR EMPLOYEE USE ONLY

Certificate Received _____

Received By _____

