



EVENT AGREEMENT

Thank you for using the Northeastern Nevada Museum for your event.

Date of Event: _____

Date Booked: _____

Event: _____

Group Name (booking party): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Fax #: _____

Email Address: _____

Organization's Contact Person: _____

Cell Phone #: _____ Telephone #: _____

Begin Time**: _____ am/pm End Time***: _____ am/pm

****YOU MUST INCLUDE THE TIME IT WILL TAKE TO SET UP AND
BREAK DOWN THE EVENT. _____ Initials**

*****SHOULD THE EVENT GO OVER THE AGREED UPON ENDING TIME, AS
PER THIS FORM, YOU WILL BE BILLED FOR THAT EXCESS TIME.
THE ADDITIONAL TIME CONTINUES UNTIL THE LAST PERSON FROM
THE EVENT LEAVES THE BUILDING. _____ Initials**

Number of Guests: _____

Private Event Public Event Non-profit

Event Area: _____

Catering Services: Y/N By _____

FEE SCHEDULE

Payment in full is required at the time of booking.

Refund – Only if cancelled in a timely manner: 100% refund with 30 day notice, 50% refund with 2 week notice, and 25% refund with 1 week notice prior to event.

***Charges are made by the hour only.**

\$50.00 per hour: non-profit organization #of hours: _____ X\$ _____ =\$ _____

***To qualify as a non-profit organization you must hold a 501(c) (3) status. A copy of the 501(c) (3) must be provided to us at the time of booking.**

***Non-profit prices are only valid for a party booked during business hours. After hours will be treated as a museum member rate.**

\$75.00 per hour: museum members #of hours: _____ X\$ _____ =\$ _____

\$100.00 per hour: non-members #ofhours: _____ X\$ _____ =\$ _____

TOTAL: =\$ _____

A CLEANING DEPOSIT IS NOT REQUIRED BUT WILL BE BILLED ACCORDING TO ESTIMATED DAMAGE SHOULD YOUR EVENT LEAVE THE FACILITY BELOW NORMAL STANDARDS.

**** FULL CLEAN UP, TRASH EMPTIED, EQUIPMENT PUT AWAY...****

HALLECK BAR GALLERY SOUND SYSTEM FEES

Equipment Requested: Y/N

- \$50 band setup
- \$25 phone jack
- \$10 stage monitor
- \$10 per microphone

The Halleck Bar Gallery has a sound system that accommodates multiple microphone and instrument hookups. We require that the soundboard is maintained by only one person from your party in conjunction with assistance from a staff member. We only provide equipment that is listed.

****DJs MUST BRING THEIR OWN SOUND BOARD AND SPEAKERS**

THEATRE SOUND/VIDEO FEES

\$25 for use of theatre technology

Equipment Requested: Y/N

- DVD player**
- Computer hookup (Mac computers are not compatible)**
- Phone jack**
- Other _____**

THEATRE PROTOCOL

Please be respectful of our curtains and their mechanics as they are both very old. If you need assistance please don't hesitate to ask.

_____ **Initials**

ARTWORK ON EXHIBIT

Artwork on exhibit cannot be moved or re-arranged for any reason by the booking party. Tables and chairs must be kept 3 feet away from walls that are exhibiting artwork. Booking party will be responsible for any damages to artwork during the event. Art prices are set by the artist.

_____ **Initials**

ALCOHOLIC BEVERAGES:

Booking parties are welcome to provide their own food and beverage (including alcoholic beverages) for the event. If alcohol is to be provided for a private event there is no liquor license required. For a public event that is charging guests for alcoholic beverages, a liquor license is required. This can be obtained from the City of Elko. The booking party must provide the license to the Northeastern Nevada Museum prior to the event before any alcohol for sale will be allowed to be brought onto the premises. In addition, the booking party acknowledges that: (a) alcohol may only be served to persons over the age of 21 under the terms and conditions consistent with the applicable laws of the State of Nevada and (b) as long as the booking party takes full responsibility for and holds the Northeastern Nevada Museum harmless from ALL liability arising from the serving and consumption of alcoholic beverages.

_____ **Initials**

FACILITY EQUIPMENT

The Northeastern Nevada Museum welcomes the use of facility equipment for events when available. There is no fee for the use of the equipment. It is the responsibility of the booking party for set up and take down of all equipment unless otherwise noted and arrangements have been made prior to the event. We do have linens available for use, \$5.00 each or, they can be rented for a small fee from a local distributor.

Equipment Requested: Y/N

Tables #: _____

Chairs #: _____

Cocktail Tables #: _____

Podium

Easel

Garbage Cans

Other: _____

Notes: _____

Booking Party Signature

Date

Event Coordinator

Date