



**NORTHEASTERN NEVADA MUSEUM**  
**EVENT AGREEMENT**

*Thank you for choosing the Northeastern Nevada Museum for your event.*

Date of Event: \_\_\_\_\_

Date Booked: \_\_\_\_\_

Group Name (booking party): \_\_\_\_\_

Event: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

**Halleck Bar Gallery has a Maximum quantity of 100 for a sit-down event.**

\_\_\_\_\_**Initials**

**Theater has seating for 90. \_\_\_\_\_ Initials**

**Organization's Contact Person (person responsible for event):** \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Begin Time\*\*: \_\_\_\_\_ am/pm End Time\*\*\*: \_\_\_\_\_ am/pm

Private Event       Public Event       Non-profit

**\*\*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 ACCORDINGLY.  
THE ADDITIONAL TIME CONTINUES UNTIL THE LAST PERSON FROM  
THE EVENT LEAVES THE BUILDING. \_\_\_\_\_ Initials**

**\*\*\*CHILDREN WILL BE ACCOMPANIED BY AN ADULT (18+) AT ALL  
TIMES IN A RATIO OF 1 TO 6. \_\_\_\_\_ Initials**

Event Area: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Catering Services: Y/N By \_\_\_\_\_

Other vendors: Y/N \_\_\_\_\_

**FEE SCHEDULE**

**Payment is required in full 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.**

**\$150 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.**

**\$150 per hour: museum members #of hours: \_\_\_\_\_ X\$ \_\_\_\_\_ =\$ \_\_\_\_\_**

**\$250 per hour: non-members #of hours: \_\_\_\_\_ X\$ \_\_\_\_\_ =\$ \_\_\_\_\_**

**Equipment rental (\$150) =\$ \_\_\_\_\_**

**Linens (\$10 each) # of linens: \_\_\_\_\_ =\$ \_\_\_\_\_**

**TOTAL: =\$ \_\_\_\_\_**

**A \$100 CREDIT CARD CHARGE WILL BE COLLECTED AFTER EVENT IF SPACE IS NOT APPROPRIATELY CLEANED UP. IF YOU ARE NOT PAYING WITH A CREDIT CARD, A \$100 CASH DEPOSIT IS REQUIRED AT TIME OF BOOKING AND WILL BE RETURNED TO YOU IF CONTRACT AGREEMENTS ARE MET. YOU WILL BE CHARGED ACCORDING TO ESTIMATED DAMAGE SHOULD YOUR EVENT LEAVE THE FACILITY BELOW NORMAL STANDARDS. ADDITIONAL CHARGES WILL BE APPLIED FOR STAINS AND UNVACUUMED CARPETING IN THEATER. PLEASE NOTIFY US OF ANY SPILLS.**

**\*\* YOU ARE RESPONSIBLE FOR FULL CLEAN UP: TRASH EMPTIED, EQUIPMENT PUT AWAY, WIPE TABLES, SWEEP FLOOR, PUT AWAY TABLES AND CHAIRS...\*\***

**Initials**

**In consideration of our valued art, collections, and Museum facility, we will keep your credit card information on file in our secured records. If your group does not**

leave the establishment in the appropriate condition, these contract obligations are not fulfilled, or any damage is incurred, your credit card will be charged. The Northeastern Nevada Museum reserves the right to charge according to the level of damage. We will destroy your credit card information when your event closes.

**Initials**

### **HALLECK BAR GALLERY SOUND SYSTEM FEES**

Equipment Requested: Y/N

- \$25 cash deposit up front to borrow Apple Lightning Headphone Jack Adapter. Deposit will be reimbursed upon return of item.
- \$50 for use of Halleck Bar Gallery sound system.
- \$25 per microphone
- \$100 band setup

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**

\$50 for use of theater technology

Equipment Requested: Y/N

- DVD player
- Computer hookup (Mac computers are not compatible)
- Phone jack for music
- Microphone
- Other \_\_\_\_\_

### **THEATER PROTOCOL**

Please be respectful of our curtains and their mechanics, as they are very old. If you need assistance, please do not hesitate to ask. Please report any complications. Any complications not reported will be charged to your credit card.

**Initials**

### **ARTWORK ON EXHIBIT**

Artwork on exhibit cannot be moved or re-arranged for any reason by the booking party. Tables, chairs, and additional decorations must be kept 3 feet away from walls that are exhibiting artwork. The booking party will be responsible for any damage to artwork during their event, and charges will be applied to the responsible party's credit card. 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, a liquor license is not required. **For a public event that is serving 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 will be allowed 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) 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 our facility equipment for events when available. There is a **\$150 fee** up front for the use of the equipment. **It is the responsibility of the booking party to set up and take down all equipment unless otherwise noted and arrangements have been made prior to the event.**

We have linens available for use: \$10 each or, they can be rented for a small fee from a local distributor.

Linens#: \_\_\_\_\_

Equipment Requested: Y/N

- Tables #: \_\_\_\_\_  Podium
- Chairs #: \_\_\_\_\_  Easels
- Cocktail Tables #: \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Booking Party Signature** **Date**

\_\_\_\_\_  
**Event Coordinator** **Date**