



MUSEUM OF SAN CARLOS HISTORY
533 LAUREL STREET
SAN CARLOS, CA. 94070
650-802-4354
USE POLICY

Reservations

- Reservations can be made by phone, Monday – Friday, 8:30 am – 5:00 pm by calling (650) 802-4354, via our website at www.sancarloshistorymuseum.org, or in person at the Museum of San Carlos History each Saturday of the month, from 1:00pm to 4:00pm. Payment can be made by cash, check, or money order and sent to the Museum of San Carlos History, 533 Laurel Street. Reservations accepted on a first-come, first serve basis.
- Reservations may be made up to four months before the date of the event.
- Museum use hours are 10:00AM to 9:00PM. The maximum length of any event is six hours (including set-up and clean-up).

Deposits and Fees

- Fees are \$50 an hour (including set up and clean up) for all events, and \$30 a hour for non-profits. Note: proof of non-profit status may be required.
- A mandatory janitorial deposit of \$100 is required for all Museum rentals. There is also a mandatory security deposit of \$200. Both deposits are refundable.
- The City of San Carlos and the Museum of San Carlos History require proof of insurance for any event in the amount of \$1,000,000. Renter assumes all risk and assumes sole responsibility for their event.
- Deposit is due when reservation is made, or within 14 days of the event. Deposit will be refunded in full, approximately 2-3 weeks after event, if facility is left clean and undamaged and the use policy is followed.
- Rental fees are due no later than one week before the event. If event is booked within one week of date, deposit and rental fee are due in full at time of reservation.

General Regulations

- Request to serve wine or beer must be noted on your application and the approval will be included in the rental permit. All wine and beer must remain in the Museum building; alcohol cannot be consumed outside the Museum building.
- Please take extra caution with glass beverage containers. Broken glass presents a hazard to all Museum visitors, especially children. Insurance may be required when alcohol is served.
- No amplified music is allowed in the Museum.
- Please do not use staples, tacks, nails, tape (except low-tac painter's tape), or screws on any surface in the Museum.
- The Museum of San Carlos History and the City of San Carlos are not responsible for accidents, injury, illness or loss of group or individual property.
- No candles, open flame or use of fog machines allowed in the Museum.

General Regulations continued

- No smoking is allowed in the Museum.
- There is no access to room earlier than your scheduled set-up time.
- The Museum holds a maximum of 140 people per fire regulations.
- Planned use of any personal or rented equipment must be stated on your application.
- Persons and/or organizations renting the Museum are responsible for:
 - Providing diagrams or descriptions for set-up of tables, chairs and equipment prior to the date of the event.
 - Any damage done to the facility.
 - Leaving the facility clean.
 - Monitoring the conduct of all participants and guaranteeing that they follow the Museum's Use Policy and are under control.
 - Completing all activities within the hours rented. Failure to vacate the premises at the agreed time could result in loss of deposit, additional fees and/or being barred from future use of facility space.
 - If a renter ends an event early, no partial refunds will be given.
 - Docents from the San Carlos Villagers will be on duty at all times and are responsible for general conduct in the Museum. He/she has authority over enforcement of the rules governing the building.

Loss of Deposit

- Only beer and wine are allowed at any celebration (no hard liquor and/or kegs are allowed). If other types of liquor are consumed, your deposit is forfeited.
- Under-aged drinking at any event is strictly prohibited. If this occurs, your party will be stopped immediately. Your deposit and all other fees are forfeited. You will be personally responsible for making sure that under-aged drinking does not take place.
- Loss of deposit could result if renter vacates facility beyond time listed on permit.
- You are limited to the number of people listed on your application. You have two weeks prior to your event to give us the final number count. Exceeding the number of people in attendance over what is listed on the permit could result in the loss of deposit, cancellation of your event, and loss of rental fees.
- Upon checking if the room was left in an acceptable condition, deposit refunds may take up to 2-3 weeks to be returned to you. If room is left in an unacceptable condition, all or a portion of your deposit will be forfeited (based on staff review).

Cancellation Policy

To cancel a reservation, please notify the Museum of San Carlos History at least seven days prior to the reserved date. A \$20.00 processing fee will be issued.

Clean Up Procedures and Information

- Please pick up all litter and recycle when possible.
- Persons and/or organizations renting the Museum are typically responsible for:
 - Dry or wet mopping floors as appropriate (and spills).
 - Putting all trash into provided receptacles.
 - Clearing and wiping all display cases.
 - Renters are responsible for bringing their own cleaning supplies.



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APPLICATION AND AGREEMENT FOR USE OF MUSEUM

APPLICANT: _____

ORGANIZATION: _____

IS THIS GROUP A NON-PROFIT? YES NO

EVENT PURPOSE: _____

HOME ADDRESS: _____

CITY: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____

DO YOU INTEND TO SERVE ALCOHOL? YES NO

 BEER _____ WINE _____

WILL YOU HAVE RENTAL EQUIPMENT? YES NO

WILL YOU HAVE CATERERS? YES NO

ESTIMATED ATTENDANCE: _____

EVENT SPECIFICS

DATE SUBMITTED: _____

EVENT DATE: _____

SETUP TIME: _____

EVENT START: _____

CLEANUP TIME: _____

INSURANCE REQUIREMENT

The Museum of San Carlos History requires all renters to provide a \$1,000,000 comprehensive liability insurance policy. This type of policy is available from the City of San Carlos at a very nominal charge. Said insurance shall cover the Museum of San Carlos History, its officers, volunteers and permittee from all liability claims arising from the use of the Museum.

AGREEMENT

In submitting this application, the applicant certifies that they have read and understood the Museum Use Policy and will abide by any special conditions set forth in the provided Use Policy. Applicant certifies that the intended use, as detailed above, is in compliance with said regulations and Use policy.

In consideration of permission to the the Museum and to consume alcoholic beverages on the Museum property, applicant agrees to hold harmless the Museum, its officers, volunteers, and agents from and against any and all loss, liability, expense, claim, cost, suits and damages of every kind, nature and description directly or indirectly arising from the performance and action of this agreement.

Compensation for any equipment, loss or damages done to Museum property shall be remitted to the Museum within seven working days of receiving written notification from the Museum. Said communication will include a detailed listing of loss and/or damages.

 Applicant signature

 Date

FOR MUSEUM USE ONLY			
Rental _____ hrs @ \$ _____/hr	\$ _____	Application Approved by _____	
Janitorial fee	\$ _____		
Insurance fee	\$ _____	Date _____	
Total	\$ _____		