

**Fredericton Region Museum
Fredericton Region Museum Facility Rental Agreement**

Organization			
Address			
Telephone			
Fax			
Contact Person			
Email			
Open to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Number of attendees expected
Type of Function			
Date of Function			
Start time	End Time	TOTAL HOURS	
Facility Requirements	<input type="checkbox"/> Gallery Space Main Floor	<input type="checkbox"/> Balcony	<input type="checkbox"/> Under the Balcony
	<input type="checkbox"/> Gallery Space Second Floor	<input type="checkbox"/> Building	<input type="checkbox"/> Parking Lot
Will Food Be Served	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will Alcohol Be Served
			<input type="checkbox"/> Yes
			<input type="checkbox"/> No
Do you need anything from our Furniture, Equipment & Other Things list? Please note that there is a charge to use some of the museum's supplies. Please specify below.			
Is there anything else that you need that is not on the above list or any notes to add to the items above? Please specify below.			
Are you a York Sunbury Historical Society Member?			<input type="checkbox"/> Yes
			<input type="checkbox"/> No
Are you a non-profit organization?			<input type="checkbox"/> Yes
			<input type="checkbox"/> No

Liability Statement and Terms and Conditions

- By submitting this Facility Rental Agreement, the Tenant agrees to assume the responsibility and legal liability for the described event, and abide by all the rules upon acceptance of this application.
- The Tenant agrees to indemnify, defend and hold harmless the York Sunbury Historical Society and Museum from any and all claims for bodily injury or property damages that may arise out of or in connection with this Agreement and use.
- Any physical damage to the building in excess of the facility rental will be the sole responsibility of the Tenant.
- A 50% non-refundable deposit is required no less than 7 days prior to the event date to confirm the reservation. The remainder of the rental fee is due in full on the day of the event. The Museum can be instructed to invoice organizations but the total fee must be received in full by the day of the event. Cancellations will be accepted at any time, however, the 50% non-refundable deposit will be retained by the Museum. Cancellations can be made by phone, fax or e-mail.
- If you wish to serve alcohol at your event you are responsible for ensuring that all necessary permits are obtained prior to the event. If the event is open to the public, it is your responsibility to ensure no one who is under age is served.
- Insurance is the responsibility of the group renting the facilities.
- Smoking is not allowed inside the building or on the balcony.
- No illegal drugs are allowed on the property.
- Electronic equipment, fixtures and/or furniture shall not be removed from the property.
- The Fredericton Region Museum reserves the right to levy additional charges for careless damage to Museum property.
- At least one Museum staff member will be present when Museum facilities are rented to outside organizations.
- Decorations are limited to table or floor decorations only. The Museum will not be held liable for loss or damage to property not removed after the event.
- Before the tenant leaves all tables and chairs must be wiped clean.
- Tenant is to clean the rented facility, empty and remove trash.

I, as the applicant, or on behalf of the applicant organization, acknowledge that I have read and understood the terms and conditions outlined above and agree to comply with them.

Signature

Date

Please fax form to museum office at (506) 458-8741 or deliver it to the
Fredericton Region Museum office at 571 Queen Street.