



**Facility Rental Application**  
129 Castillo St, Santa Barbara, Ca 93101  
**Renter Information**

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Organization: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Event Information**

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Requested Date: \_\_\_\_\_  
Requested Start Time: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_  
Event Description: \_\_\_\_\_

**Options**

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Number of 6ft Round Tables (14 available): \_\_\_\_\_  
Number of 8ft Banquet Tables (8 available): \_\_\_\_\_  
Number of Folding Chairs (250 available, fill in a number) : \_\_\_\_\_  
Kitchen and/or BBQ Usage (\$500 cleaning deposit):  Yes  No

**Insurance Requirements**

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Certificate of Insurance Naming Carriage Museum as Additional Insured  
(\$1,000,000 Minimum liability required)

**Additional**

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Have reviewed and agreed to Attachment A: General Museum Rules and Requirements:  Yes

Contact Tom Peterson for Questions 805-569-0731 or email tom@sbinsagency.com

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Rental Application

Renter Signature and Date \_\_\_\_\_

Carriage Museum Signature and Date \_\_\_\_\_

This agreement by and between \_\_\_\_\_ (renter) and  
The Carriage & Western Art Museum of Santa Barbara (Carriage Museum).

### Witness:

That whereas, Renter desires to secure from the Carriage Museum certain rights and privileges and obtain permission from the Carriage Museum to occupy space located at 129 Castillo Street, Santa Barbara, California, 93101 (facility) on the following:

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

### Type of Event:

The purpose of occupancy shall be limited to, for no other purpose then stipulated and shall be subject to the terms and conditions of this agreement.

Renter will abide by the general requirements outlined in Attachment A, and agrees to pay the museum for the rights and privileges hereby granted the amount set forth:

**Rental Fee: \$4,500**

**Museum Staff Member: \$300 payable in cash day of event**

Renter Agrees to indemnify and hold harmless Carriage Museum, its officers and employees from loss and liability arising from the acts and omissions of employees of renter during renter's use of the Carriage Museum's property. As The Carriage Museum agrees to indemnify and hold harmless renter, its officers and employees from loss and liability arising from the acts and omissions of employees of renter during renter's use of the Carriage Museum's property, event activities which might be conducted by renter or their contract(s), guest exhibitors or event patrons.

The insurance policy shall list as **Additional Insured** The Carriage & Western Art Museum of Santa Barbara, its agents, officers, servants, and employees, insofar as the operation under this contract are concerned the amount of commercial general liability coverage shall be not less than **\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate.**

**In witness thereof**, this agreement has been executed in duplicate, by and on behalf of the parties hereto.

# Rental Application

## ATTACHMENT A:

Museum Staff includes

Pre event tours and general event questions, set up and break down of tables and chairs, bartender service, on premises staff to assist with general event service

### General Museum Rules and Requirements:

- No tents shall be erected in the parking lot or patio area.
- Amplified music must end by 10:00 p.m., No Exceptions.
- Vehicles shall not block or obstruct driveway or gate.
- Fire access must remain open at all times.
- Occupancy Maximum: 250 patrons.
- No smoking in or around the facility at any time.
- No hay or straw allowed on premises.
- No confetti of any type allowed.
- No tape on floors allowed.
- No peanut shells allowed.

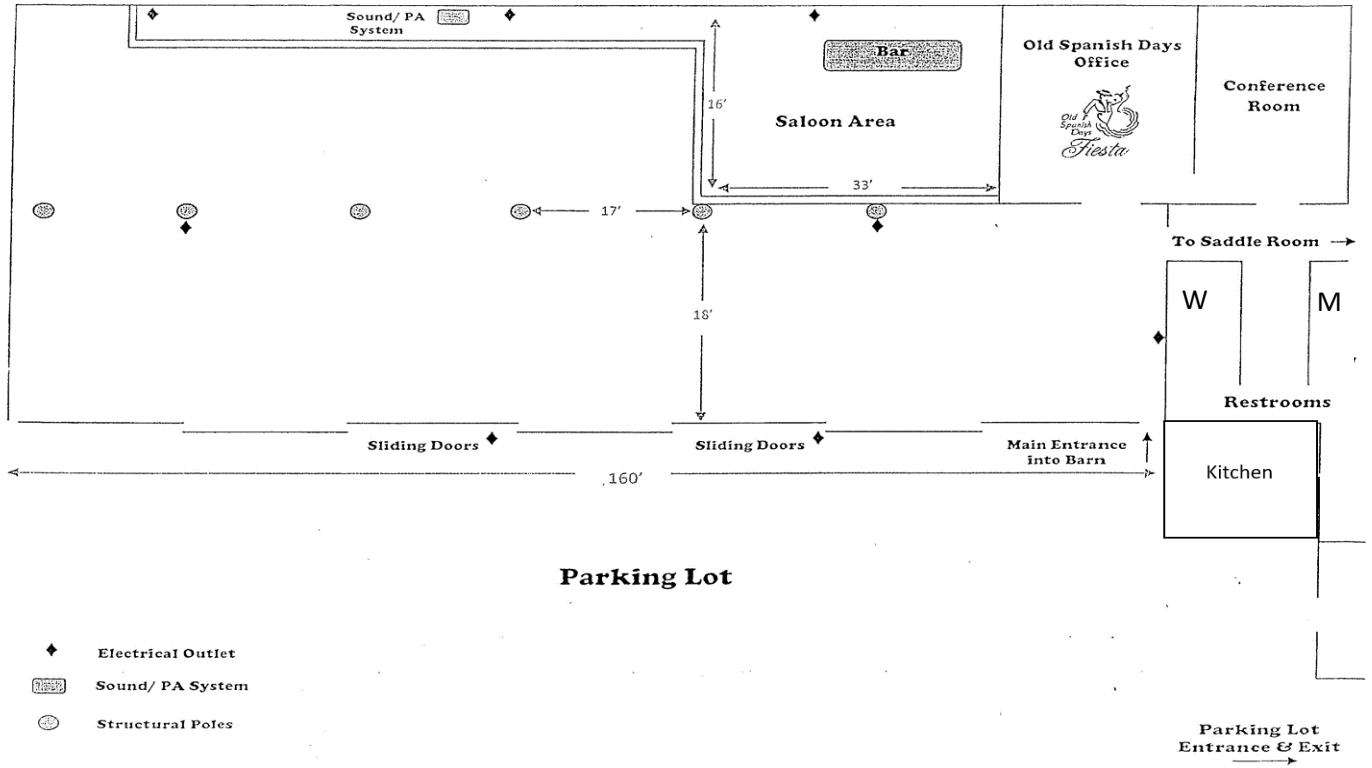
I hereby authorize I have read, understand all requirements and will abide by all regulations listed above.

Signature\_\_\_\_\_ Date\_\_\_\_\_

**Print and Return completed application with \$500 deposit to:**

Carriage Museum  
PO Box 1587  
Santa Barbara, Ca 93102

# CARRIAGE AND WESTERN ART MUSEUM LAYOUT



- ◆ Electrical Outlet
- ⊠ Sound/ PA System
- ⊙ Structural Poles