Carriage and Western Art Museum of Santa Barbara

Facility Rental Application

129 Castillo St, Santa Barbara, Ca 93101

Renter Information

Organization: _____

Mailing Address: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Event Information

Requested Date: _____

Requested Start Time: _____

Number of Guests: _____

Event Description: _____

Options

Number of 6ft Round Tables (14 available): _____

Number of 8ft Banquet Tables (8 available): _____

Number of Folding Chairs (200 available) _____

Kitchen and/or BBQ Usage ($500 cleaning deposit): ☐ **Yes** ☐ **No**

Insurance Requirements

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

Additional

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

Contact Tom Peterson for questions 805-962-2353 or email info@carriagemuseum.org

Signature: _____ **Date:**_____

Carriage and Western Art Museum of Santa Barbara

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:

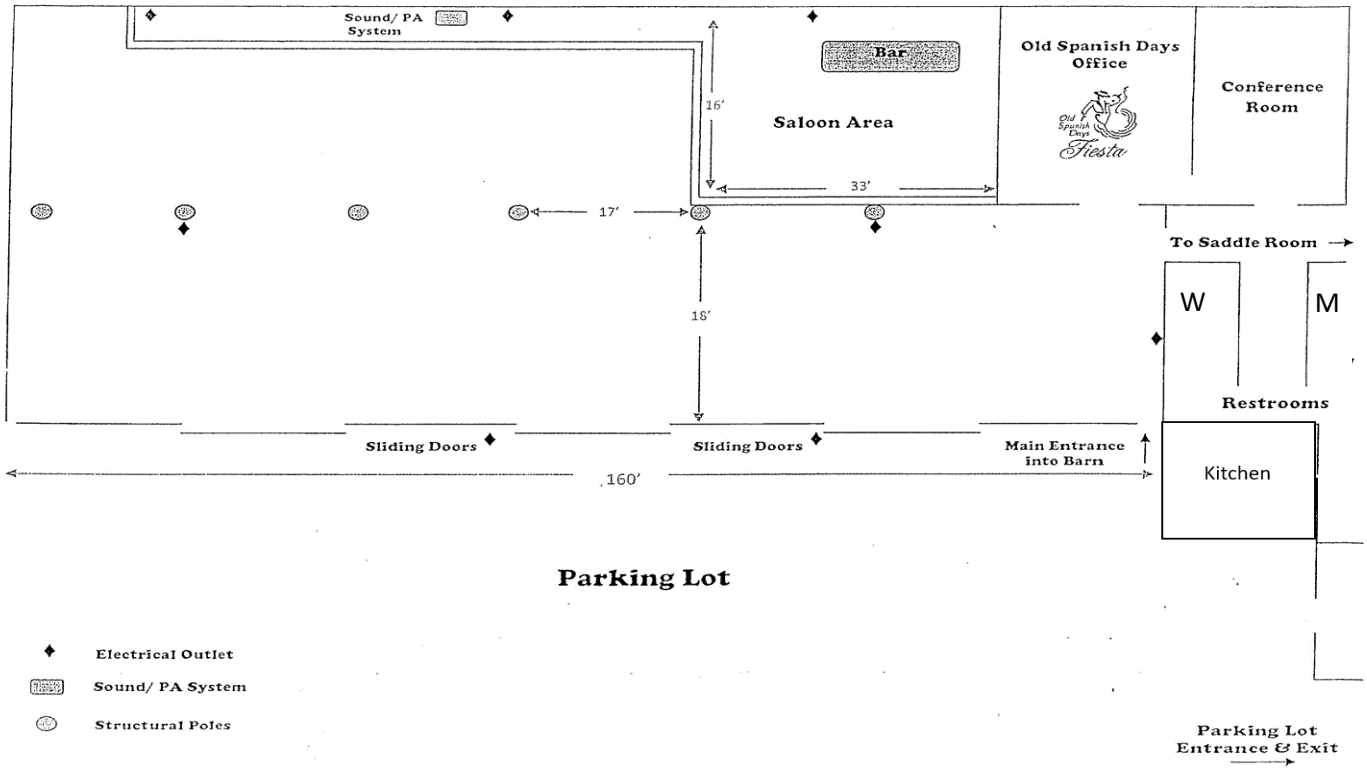
- Museum must be cleared by 11:00 p.m.
- No tents shall be erected in the parking lot or patio area.
- Amplified music must end by 10:00 p.m., No Exceptions.
- Vehicles shall not block or obstruct driveway or gate.
- Fire access must remain open at all times.
- Occupancy Maximum: 200 patrons.
- No smoking 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, No Live Animals, No Mechanical Bulls, No Candles

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:

Your $500 deposit will not be refunded if event canceled under 30 days prior to event

Carriage Museum
PO Box 1587
Santa Barbara, Ca 93102

CARRIAGE AND WESTERN ART MUSEUM
LAYOUT