



FACILITY RENTAL APPLICATION

Applicant's Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Rental Date(s) Requested: \_\_\_\_\_

Rental Time Requested (please allow for your decorating & clean-up): \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Room(s) Requested (please check all that apply):

- MMHS Zents Room, MAC Room #1, MAC Patio, Entire MMHS Building, MAC Room # 3, Campfire, MMHS Patio, Entire MAC Building, Children's Party Package

Expected number attending event: Youth (under 21) \_\_\_\_\_ Adults (21 yrs & older) \_\_\_\_\_

Name of Person(s) Responsible (only those listed on application can make changes to rental):

Business/Organization Name: \_\_\_\_\_

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

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Type of group: Resident Non-Resident Non-Profit Organization Business/Commercial Organization

If Non-Profit, please provide your number: \_\_\_\_\_

Deposit check refund payable to:

Deposit mailing address:

Describe the event (please list all activities you plan to engage in):

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Please answer the following questions regarding your event:	Yes	No
Will event be open to the public?		
Will admission be charged?		
Will event generate revenue or be a fundraiser?		
If yes, please provide City of Roseville Business License #		
<p align="center"><b>Will your event have alcohol?</b></p> <p><small>Note: No alcohol is permitted to be served at events where Guest of Honor is under 21 yrs old.</small></p>		
If the event has alcohol, complete below:		
Insurance Policy: _____		
Insurance Policy #: _____		
<p align="center"><b>Will you be selling alcohol?</b></p> <p><small>Note: No alcohol is permitted to be sold at events where Guest of Honor is under 21 yrs old.</small></p>		
Will you be serving food?		
Will you be selling food?		
If yes, please provide Health Permit #		
Will you be selling merchandise?		
Will you have vendors?		
Will your event be an educational/sales/other seminar?		
Will you have minors at your event?		
Will you need tables & chairs?		
Will you have entertainment at your event (i.e. DJ, Band, Clown)?		
If yes, what type of entertainment: _____ _____		
Will you need other equipment?		
<p><b>Available equipment for rent below. Please check all that apply:</b></p> <p><input type="checkbox"/> Proxima/Projector \$150/day (only available in Maidu Museum Zents Room)</p> <p><input type="checkbox"/> Dry Erase Board \$20/day      <input type="checkbox"/> Portable Screen \$25      <input type="checkbox"/> Podium \$20/day</p> <p><input type="checkbox"/> Portable PA System \$50/day      <input type="checkbox"/> Flip Chart \$25/day      <input type="checkbox"/> TV/DVD \$50/day</p>		

## **GENERAL INFORMATION**

- Reservations are taken in person at the Maidu Museum & Historic Site, located at 1970 Johnson Ranch Drive, Roseville, CA 95661 during business hours, Monday - Thursday from 9 am – 4 pm. Inquiries may be made in person or by telephone (916) 774-5934.
- Reservations are accepted on a first-come, first-served basis, up to one year in advance of the rental date.
- You may tour the Maidu Museum & Historic Site during hours of operation, provided there are no events in progress. Please speak with museum staff to schedule a tour.
- Rental times must include your set-up and take-down/clean-up time. The room will be set up to your specifications prior to your arrival (tear down/clean up is defined as removing any garbage and food remains). Renter is required to walk rented rooms with Maidu Museum & Historic Site staff prior to departure and go through post-rental checklist.
- Insurance is required for all rentals. Please note: no alcohol is permitted to be served/sold at events where the Guest of Honor is less than 21 years old.
- To secure your reservation, a completed application and security deposit are required.
- All rental fees are due at least 30 days before your rental date.
- Rental permits for groups of persons under the age of 21 will be issued only to adults who accept supervisory and liability responsibilities for the rental contract. A 10:1 ratio of youth to adult chaperones is required.
- Renter is required to check-in and check-out with Maidu Museum & Historic Site staff.

## **INSURANCE & PERMITS**

- The City of Roseville must be listed as additionally insured on the insurance policy.
- If an event has alcohol, Liquor Liability Insurance will be required.
- If renter plans to have vendors at the event (i.e. DJ, Caterer, Businesses, etc.), Maidu Museum & Historic Site staff must be notified prior to the event. Rental with vendors may require additional insurance.
- Renter is responsible for securing all required permits and must present copies of permits to Maidu Museum & Historic Site staff at least 30 days prior to rental date.
- Any event that charges an admission fee or at which goods or services are sold must indicate that on their rental application form. Additional requirements will be required prior to rental.
- No alcohol is permitted to be served/sold at events where the Guest of Honor is under 21 years old.

## MUNICIPAL CODES & REGULATIONS

- Smoking, lighting or carrying a lighted pipe, cigar, cigarette or other smoking device of any kind is prohibited in all City of Roseville parks [Municipal Code Section 8.02.200 (B.2.)]. There is no smoking inside the park boundaries, including all buildings within the park.
- Fire code does not permit open flame devices except those needed for food preparation. NO smoke/fog machines are allowed. All renters and their guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm. Renter will forfeit entire deposit if alarm was the result of rental party or any group hired by the renter.
- Renter is responsible for all fire charges and fines if the fire alarm sounds. The event will end at the time of the alarm.
- Maidu Museum & Historic Site staff may, at anytime, instruct renter to turn music down or discontinue music due to violation of the noise permit rules and regulations. Please refer to City of Roseville Municipal Code, Section 9.24.130 regarding sound limits for events on public property.
- Decorations must be UL approved (flame retardant). The use of nails, tacks, scotch/duct tape or staples are not permitted. ONLY masking tape can be used and must be removed immediately after use. Decorations and/or any type of wire or cord may not be hung or draped on any light fixture inside/outside the facility.

## FACILITY RULES & CONDITIONS

- The person in charge of the event is required to check in before the event and check out with staff before leaving and must be available to Maidu Museum & Historic Site staff for the duration of the event.
- **Rice, birdseed, confetti, hay, straw, sand, glitter and bubbles are not permitted.**
- **No red punch or red wine is allowed in any room with carpet.**
- Parking availability is not guaranteed and may be limited.
- Storage is not available. All rented items can only be delivered and picked up the same day as the event. Any other arrangements must be made directly with Maidu Museum & Historic Site staff to application and done so within a reasonable time frame.
- Maidu Museum & Historic Site is not responsible for lost or stolen items and will not be responsible for any items delivered before or left after an event.
- Sitting or standing on tables is not permitted. Renter will be fully responsible for any damaged tables/chairs.
- Maidu Museum & Historic Site staff reserves the right to photograph events for promotional purposes.
- Subleasing is not allowed.

## ALCOHOL

- Alcohol is NOT permitted to be served and/or sold at events where the Guest of Honor is less than 21 years old.
- Renter accepts responsibility for the use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Alcohol must be consumed only in the room(s) rented.
- Renters who plan to serve any type of alcohol at their event must have licensed and insured uniformed security guards at their event. If attendance is 150 or less, one security guard is required; if attendance is over 150, two guards are required. A copy of the contract with the security company must be provided to the Maidu Museum & Historic Site staff 30 days before the event. Guards are required to be on site while alcohol is available for consumption.
- The City requires insurance on all security guards/companies hired by a rental party.
- Renter is responsible for any guest who brings alcohol to their event (into the facility) without obtaining the proper insurance and security requirements for alcohol. Events may be cancelled immediately if alcohol is consumed without the proper insurance and security requirements in place.
- If renter plans to sell alcohol at their event, renter must provide all required permits from the Alcohol Beverage Control 5 days before the event. Additional insurance is also required for the sale of alcohol.

## GUESTS

- Rentals with no alcohol and more than 220 people in attendance may be required to have one licensed and insured uniformed security guard at their event. A copy of the contract with the security company must be provided to Maidu Museum & Historic Site staff at least 30 days before the event.
- Guests must remain in the room(s) rented. The main lobby, bathrooms and hallways should only be used as necessary. Excessive gathering in those areas may result in the loss of security deposit and/or cancellation of rental.
- Children are not allowed outside rented rooms without adult supervision.
- Renter is responsible for all guests' behavior. Violence, excessive drinking, loud behavior and unsupervised children are not permitted and will not be tolerated. Guests must adhere to all policies and procedures as outlined in rental contract. The City may cancel any event for violations of disturbing the peace laws.
- Renter assumes full responsibility for communication between them and attendees for events held. The City of Roseville or the Maidu Museum & Historic Site should not be listed as a contact for your event.

## **CATERERS**

- Caterers must furnish all cooking and serving utensils; all equipment and food must be removed at the end of the rental. No items can be stored overnight.

## **SECURITY DEPOSIT**

- A security deposit is required for all facility rentals. Each additional room rental requires a separate deposit and fees. Security deposits are processed immediately upon receipt and will be returned two to four weeks after the event date if no damages or violations occur. Security deposits will not be returned if your event causes the need for any of the following:
  - Cleaning beyond the normal, daily Maidu Museum & Historic Site maintenance
  - Repairs or replacement due to structural or equipment damage
  - Fire Department response due to false alarm or exceeding building capacity per the Fire Code
  - Police Department response due to failure to follow all laws and ordinances, including, but not limited to, the City's sound ordinance and laws related to disturbing the peace

The security deposit will be used to pay for the additional fees. If fees exceed amount of the deposit, the renter will be required to pay the additional amount.

- Facility inspections are conducted by Maidu Museum & Historic Site staff immediately following events to determine the condition of the facility (including assembly areas, and restrooms). Security deposits will be refunded if all the clean-up criteria are met, the rental time was not exceeded, and no damage has occurred.
- The City reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

## **RENTAL FEES & CHANGES**

- All rental fees are due 30 days prior to the scheduled event. Payments may be in the form of a check, cash or credit card (MasterCard, Visa, American Express or Discover).
- Rentals scheduled 14 days prior must be paid with cash or credit card.
- Failure to pay all fees in full 30 days prior to scheduled event will result in cancellation of event and retention of deposit.
- Renters who arrive earlier or stay later than the reserved time will be charged for the additional time. This fee will be charged in one hour increments.
- Fees are not refunded for reserved time not used.
- The City reserves the right to adjust fees at any time.
- Event time changes must be made two weeks prior to event.
- Event date changes will result in a \$50 service fee for each date change. Date changes must be made 30 days prior to event. No more than three date changes per event.

- If renter wishes to change event date(s), a \$50 service fee will be assessed for each date change.
- A \$25 late fee will be assessed to all late payments/fees due.
- Only the person(s) listed as “responsible” on the application are authorized to submit rental changes. Changes must be approved by staff and additional fees may apply.
- Renter acknowledges the facility may be rendered unusable or otherwise unavailable due to circumstances beyond the City's control, including but not limited to flooding, fire, natural disaster, other acts of God, criminal acts or acts of war or terrorism. In the event the facility should become unavailable due to any such circumstances, the City will refund all fees paid by renter. The City is not liable for consequential damages the renter may experience, including but not limited to lost profits, lost opportunity and any costs incurred in connection to the renter's event.
- In accordance with Chapter 9.25 of the Roseville Municipal Code, renter will be charged for all personnel, material and supply costs associated with Roseville Police or Fire response.

### **RENTAL CANCELLATIONS**

- Cancellation of reservations are subject to the following conditions and fees:
  - 90 days or more in advance of scheduled date, City will retain \$50 from rental deposit
  - Less than 90 days from scheduled date, City will retain 100% of rental deposit and possibly rental fees (or portion thereof).
- All cancellations are required to be in writing by the person who signed the contract. Written cancellations can be faxed, mailed or hand delivered.
- Incomplete, inaccurate or false information listed on the rental contract may result in cancellation of the rental, and loss of security deposit and any fees paid
- The City reserves the right to cancel any event if the renter knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

### **EQUIPMENT**

- Rental equipment (TV/DVD, white boards, portable screen, projector) is available (see fees listed earlier on application) and must be checked in/out with staff. Equipment cannot be rented without a room rental. All equipment must remain on the property. Rental items lost or stolen are the responsibility of the renter.
- Any unauthorized use of equipment belonging to Maidu Museum & Historic Site will result in rental fees automatically being charged to your rental.

### **RENTER’S CLEANING RESPONSIBILITIES**

- All tables must be cleared of all items (i.e. table linens, dishes, decorations, etc...)
- Sweeping and mopping is not the renter’s responsibility and will be done by the staff. The facility should be relatively free of debris/spills. If excess trash, food or spills are left on the floor, the security deposit may be withheld to cover the clean up.

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- All trash must be placed in receptacles provided. If trash will not fit in the receptacles, please notify the Maidu Museum staff for assistance.
- Decorations must be taken down and removed from Maidu Museum & Historic Site within the rental time.



## SIGNATURE PAGE

Failure to comply with all the City of Roseville's rental policies & procedures may result in loss of your deposit and/or your event being cancelled early or entirely.

- My signature below signifies that I have read and understand ALL the rental policies & rules outlined in the application.
- I agree to abide by all the conditions outlined in this application and any permit(s) issued associated with this application.
- I also agree to pay the City of Roseville all costs the City may incur as a result of any failure to fully comply with all these conditions.
- I agree to indemnify and hold harmless the City of Roseville, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of the Maidu Museum & Historic Site, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and I further agree to defend and indemnify the City of Roseville from and against any injury, damage, claims, actions or suits arising out of or connected with the rental or use.
- I understand that the City of Roseville (City) staff reserves the right to photograph and/or record facilities, activities and program participants for potential future use. I hereby grant permission to the City to use my or my participant's photograph and/or audio/video recording for any lawful purpose, including for example such purposes as print and online advertising. I understand that I will not be paid or receive anything related to the City's use of my/my participant's photograph and/or recording. I understand that all photographs and recordings will remain the property of the City and I acknowledge the City's right to alter or edit any photographs and/or recordings at its discretion. I agree to release the City from any and all legal claims I or a third party may have arising from the use of my/my participant's photograph and/or audio/video recording.
- I declare under penalty of perjury under the laws of the State of California that the information I have provided in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event cancelled if this application contains any intentional misrepresentations.

Print Name \_\_\_\_\_

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



### **Maidu Museum & Historic Site**

1970 Johnson Ranch Drive

Roseville, CA 95661

Phone (916) 774-5934 / Fax (916) 774-5913

[www.roseville.ca.us/indianmuseum](http://www.roseville.ca.us/indianmuseum)

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