



Venue Rental Requirements

1. Rental fee for the community room is \$100. Renting the entire museum costs an additional \$100. Rental fee for non-profits is \$50.
2. Application to rent the venue must be submitted at least two weeks before use.
3. All fees for use are due 5 days before an event.
4. The facility may be reserved up to one year before the desired date.
5. If two or more applicants arrive at the same time and wish to apply for the same date, a lottery will be conducted by museum staff in the presence of the participants.
6. A damage deposit of \$200 payable to the Garibaldi Museum must be submitted with the completed application. If application for use is denied, the deposit will be refunded within 30 days except in the following instances:
 - a) any damage is done to the building or property
 - b) loss of the duplication key
 - c) failure to meet the criteria for cleanup
7. All materials, decorations, etc. brought into the museum, including food and beverages, must be removed immediately following an event.
8. All trash must be removed from the premises.
9. No smoking is allowed anywhere on the premises.
10. No rice or similar material may be thrown inside or outside the museum. Birdseed may be thrown outside.
11. No nails or tacks may be placed on the walls or wood.
12. A maximum of one hour after the event will be provided for the completion of cleanup and removal of materials.
13. If damage exceeds the \$200 deposit fee, charges will be made to the user to cover damages.
14. No material or equipment, including signs or posters, shall be attached to the museum interior or museum property.
15. No flammable liquids or materials may be used.
16. No open flames, including candles, may be used.
17. The number of people shall not exceed the established capacity of 60 persons.
18. No money or admission shall be collected on the premises at any time by the user.
19. The sale of food or drink is prohibited.
20. The museum shall not assume any responsibility for property placed on or in the premises.
21. All tables and chairs are available on the dollies. After the event, all tables and chairs must be returned to the dollies.
22. Tables are not to be sat upon or stood upon. Tables and chairs are not to be dragged around the floor.
23. In the event of unforeseen events such as inclement weather (ice or snow) or electrical outages, the museum reserves the right to cancel any scheduled event.
24. No rental will be made within 24 hours of another rental unless both parties and the museum agree.
25. Food may be warmed in the kitchen. No baking or cooking is allowed.