

## FACILITY RENTAL RESERVATION FORM AND CONTRACT

The reservations and arrangements for use of the Marin Museum of Contemporary Art facilities must be made through the Executive Director, Heather Murray. No reservation is confirmed until this form is completed (with payment) and the Executive Director gives approval. Any questions should be directed to Heather Murray, 415-637-9730

**PLEASE READ THE "FACILITIES USE GUIDELINES" ON PAGES 2-3 BEFORE COMPLETING FORM**

Name of Event \_\_\_\_\_

Description of Event \_\_\_\_\_

.....

Sponsoring Organization \_\_\_\_\_

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

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Day & Date of Event \_\_\_\_\_ Attendance # \_\_\_\_\_

Actual Event Time: From \_\_\_\_\_ To \_\_\_\_\_ am/pm

Reservation Time: From \_\_\_\_\_ To \_\_\_\_\_ am/pm

Will Alcohol be served? (no hard liquor allowed) \_\_\_\_\_ Will food be served? \_\_\_\_\_

If yes, please describe \_\_\_\_\_

Will an admission fee be charged? \_\_\_\_\_ Amount \_\_\_\_\_

Name of Organization responsible for payment \_\_\_\_\_

\_\_\_\_\_  
Signature of person completing form\*

\_\_\_\_\_  
date

\*By signing this form you acknowledge that you have read and understand the Facilities Use Guidelines (pages 2-3) and will abide by all stipulations set forth in this document.

## FACILITIES USE GUIDELINES AND RATES

Please complete the FACILITY RENTAL RESERVATION FORM and return it with appropriate signature and deposit fee to:

Dr. Heather Murray, Executive Director  
Marin Museum of Contemporary Art  
500 Palm Dr.  
Novato, CA 94949

PH: 415-506-0137  
FAX: 415-506-0139  
EMAIL: [heather@marinmoca.org](mailto:heather@marinmoca.org)

All arrangements for facility use and access must be made through the Executive Director one month or more in advance of the event's scheduled date to ensure availability and coordination. As the date of the event nears, the person in charge or a designated representative of the renting organization will need to speak with the Director so security procedures can be explained and building use can be properly coordinated.

**Description of premises:** The lobby gallery space is approximately 723 square feet. The main gallery space is approximately 1633 square feet. The space is entered through the front doors of the main building. There is a small kitchen space on the first floor of the building that contains a refrigerator, a small microwave and a sink. The kitchen space on the second floor also contains a dishwasher. There are bathroom facilities in the building on the first and second floors.

**Attendance Capacity:** The maximum capacity of guests for a given event changes depending on the configuration of tables and open space. See the chart below for approximate capacity for each space at MarinMOCA (note: MarinMOCA can supply long rectangular tables. Other types of tables will be supplied by renter.):

	Banquet Style (several round tables)	Conference Style (several long tables)	Reception Style (a few small tables only)
Main Gallery	125	54	181
Hamilton Gallery	55	24	80
Use of both spaces	180	78	261

**MarinMOCA Hours:** Open to the public Wednesday through Sunday, 11 a.m. to 4 p.m. Closed Mondays, Tuesdays, and major holidays. Rental reservation times are subject to the discretion of the Executive Director.

**Fees:** \$100/hour (private, for profit) or \$50/hour (nonprofit rate)

**Deposit:** A deposit of \$200.00 is required to reserve the gallery for the dates requested and is due upon receipt of the RENTAL RESERVATION FORM a minimum of one month before the event. MarinMOCA shall retain Renter's original deposit amount through the date of the event, even if Renter has paid the rental fees, as security for any liability on the part of the Renter under this Contract. After the event, MarinMOCA shall refund to Renter the deposit, or any unused portion of the deposit, upon determination that such amounts are not needed to secure against any liability or unanticipated costs.

**Balance:** The balance is due at least one week prior to the event.

**Cancellation Fee:** A \$100 cancellation fee will be charged to organizations who have confirmed events at the Museum and cancel their event with less than 72 hours notice from the event's scheduled start time.

**Non-discrimination Policy:** All organizations are eligible for use of the MarinMOCA gallery space.

**Insurance, Waiver, and Limitations on Liability:** MarinMOCA insurance policy covers artwork installed in museum. Renting organization must provide a CERTIFICATE OF LIABILITY INSURANCE for the event. Renter hereby indemnifies, defends, and holds harmless MarinMOCA, its director, officers, members, and employees from any and all loss, damage, claims, causes of actions, and demands arising out of or relating to Renter's use of the facilities and environs, including but not limited to the service of food or alcoholic beverages (including underage drinking), by Renter, Renter's guests, Renter's caterers, contractors, or other service providers (or employees of same), or any invitees of Renter, Renter's guests, or Renter's contractors, including any acts of negligence by any person or entity. Renter assumes full responsibility for any physical damage to the facilities or equipment (excluding artwork) occurring during the rental period. IN NO EVENT SHALL MarinMOCA BE OBLIGATED TO RENTER FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, OR DAMAGES OF ANY SORT IN ANY AMOUNT EXCEEDING A FULL REFUND OF ALL PAYMENTS PREVIOUSLY MADE BY RENTER TO MarinMOCA.

Renter initials \_\_\_\_\_

Insurance certificate provided on (date): \_\_\_\_\_ Executive Director (initials) \_\_\_\_\_

**Setup and Cleanup:** MarinMOCA provides the space for the event, and will set up chairs and tables. All other requests will be added to the contract and will be at the discretion of the Executive Director. Renting organization is responsible for all other set up and all clean up. Each organization is responsible for immediately cleaning up any spills by their guests; failure to do so will incur a \$100 cleaning fee per incident. Each organization is responsible for making their own arrangements with caterers. MarinMOCA does not require the use of any specific caterer. Each organization is responsible for providing any decoration, such as centerpieces or tablecloths. The display of decorations of any sort on or near artworks is STRICTLY PROHIBITED. All garbage must be bagged and tied shut or placed in a lidded garbage container (with the lid sealed). At the end of the event, renting organization is responsible for taking all garbage outside to the bins on the north side of the building.

**No smoking is allowed inside any MarinMOCA building. No pets other than designated support animals are allowed inside any MarinMOCA building.**

**Alcohol Policy:** No hard liquor is permitted on the MarinMOCA premises. Beer and wine are acceptable. Alcoholic beverages are to be served only at the bar in the lobby. Beverages may be consumed throughout the Marin Museum of Contemporary Art, but each organization is responsible for immediately cleaning up any spills by their guests; failure to do so will incur a \$100 cleaning fee per incident.

**Parking:** Facilities reservations do not include reserved parking. Parking is available in front of the Hamilton Café and across the street near the Community Center.

**MarinMOCA Oversight:** At least one MarinMOCA representative will be on duty for any MarinMOCA sponsored or hosted event with the following oversights: To ensure alcoholic beverages are not carried in or out of the designated area, to handle any disruptive situations or problems occurring inside or outside of the event area, and to enforce all Museum policies. MarinMOCA will discourage the misuse of alcohol by anyone 21 or older and prohibits the use of alcohol by anyone under 21. It is also the responsibility of each organization to enforce this regulation.

**Cancellation by MarinMOCA:** MarinMOCA reserves the right to cancel this Contract at any time: 1) if Renter owes any money to MarinMOCA, either under this Contract or for any other reason, including non-payment of membership dues or fees; 2) in case of war, strikes, extreme weather, acts of civil disobedience, loss or significant damage to the facility, loss of governmental permits, construction from modification to the facilities, or other extreme circumstances understood as falling under the doctrine of force majeure; 3) if Renter stands in breach of this Contract more than one week after the mailing of a notice to that effect by MarinMOCA.

**Unless specific arrangements are made, all items left behind after an event become the property of MarinMOCA.**

FOR MARINMOCA USE ONLY	
Deposit: \$ _____	
Date received: _____	
Cash _____ Check _____ (Check # _____ )	
Credit Card (circle)    Visa    Master Card	
Credit Card # _____	Expiration Date _____
Balance Due: _____	Due Date _____
Balance Received: _____	Date Rec'd _____