



# ROOM RENTAL FACILITY AGREEMENT

EVENT DATE(S): \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

# ATTENDEES (approx.): \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

NONPROFIT?    Y    N    EIN    \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MUSEUM MEMBER?    Y    N

GALLERIES OPEN?    Y    N    (see details on page 2)

REQUESTED ROOM(S) (see details on page 2):

\_\_\_\_\_ Hollensteiner-Stahl Hall      \_\_\_\_\_ Conference Room

\_\_\_\_\_ Swanberg Classroom      \_\_\_\_\_ Lawn

ROOM SETUP (see options on page 3):

\_\_\_\_\_ Banquet      \_\_\_\_\_ Theatre

\_\_\_\_\_ Classroom      \_\_\_\_\_ Other (drawn on page 3)

INCLUDE BAR:    Y    N

Arrival/Setup Time: \_\_\_\_\_

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

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

Cleanup/Departure Time: \_\_\_\_\_

Bar Hours (if different): \_\_\_\_\_

AVAILABLE EQUIPMENT (indicate # of each needed):

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| _____ 2½-ft. Square Tables (7)      | _____ Podium/Lectern            |
| _____ 6-ft. Rectangular Tables (20) | _____ A/V System (Indoor Only)  |
| _____ 8-ft. Rectangular Table (1)   | _____ Butler's Pantry           |
| _____ 5-ft. Round Tables (8)        | _____ Coffee Maker              |
| _____ White Resin Chairs (80)       | _____ Baby Grand Piano          |
| _____ Blue Banquet Chairs (130)     | _____ 16-in. 4x8-ft. Risers (3) |

I hereby acknowledge that I have read and agree to the fees, terms, and policies outlined in this Agreement.

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

## MUSEUM USE ONLY

Date Received \_\_\_\_\_

Received by \_\_\_\_\_

### COST CALCULATOR

	QTY	RATE
3-Hour Block		
Additional Hours		
Premium Hours		
# Bartenders		
Bartender Hours		
Gallery Access Fee		
Lawn Setup Fee		
<b>SUBTOTAL</b>		
Member Discount		
<b>EST. TOTAL</b>		
DEPOSIT DUE (50%)		

### PRE-EVENT

Deposit Paid \_\_\_\_\_

Received by \_\_\_\_\_

### POST-EVENT

Add'l Charges \_\_\_\_\_

Balance Due \_\_\_\_\_

Invoice Date \_\_\_\_\_

Invoice # \_\_\_\_\_

### CREDIT CARD GUARANTEE

Card # \_\_\_\_\_

Exp \_\_\_\_\_ CVV \_\_\_\_\_

Billing ZIP \_\_\_\_\_

Return to: NW Montana History Museum  
124 2nd Ave E  
Kalispell, MT 59901  
events@nwmthistory.org  
406-756-8381 option 5

# SECOND-FLOOR ROOMS

## SWANBERG CLASSROOM

3-hour minimum required  
 1,200 square feet  
 Max Occupancy = 143  
 Max Occupancy, Theatre Seating = 100  
 Max Occupancy, Banquet/Classroom Seating = 75  
 Projector and Retractable Screen  
 Sound System with Mic (training required)

## HOLLENSTEINER-STAHN HALL

3-hour minimum required  
 1,000 square feet  
 Max Occupancy = 127  
 Max Occupancy, Theatre Seating = 60  
 Max Occupancy, Banquet/Classroom Seating = 45  
 Sound System with Mic (training required)  
 Baby Grand Piano  
 1800s Bar

*Both second-floor rooms include access to a butler's pantry with sink, countertop, coffee maker, and limited refrigerator/freezer space. Coffee, dishware, serveware, and utensils are not provided.*

### REGULAR RATES

	Standard	Nonprofit
3-Hour Block minimum, Regular Hours	\$225	\$175
Additional Regular Hours	\$80/hr	\$60/hr

### PREMIUM RATES

(before 10 a.m., after 5 p.m., and weekends)

3-Hour Block minimum, Premium Hours	\$350	\$275
Additional Premium Hours	\$120/hr	\$100/hr
Premium Gallery Access Fee		\$200

## THE LAWN

3-Hour minimum required  
 Available only during daylight hours  
 Electric hookup available (extension cords not provided)

Indoor bathroom access included  
 Museum admission not included  
 Water hookup not available

### REGULAR RATES

	Standard	Nonprofit
3-Hour Block minimum, Regular Hours	\$225	\$175
Additional Regular Hours	\$80/hr	\$60/hr

### PREMIUM RATES

(before 10 a.m., after 5 p.m., and weekends)

3-Hour Block minimum, Premium Hours	\$350	\$275
Additional Premium Hours	\$120/hr	\$100/hr
<b>Table &amp; Chairs Setup/Takedown Fee (all rates)</b>		\$200

## CONFERENCE ROOM

Located in the museum basement, the conference room is secluded from the public but is only semi-private as it adjoins our administrative offices.

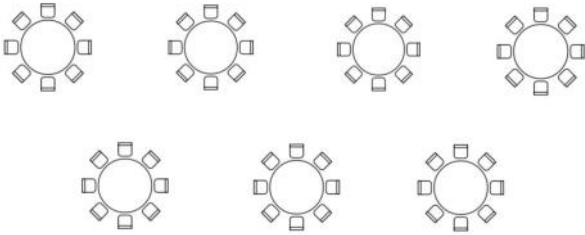
396 square feet  
 Max Occupancy = 10  
 Board Room Seating Only  
 Available Only During Museum Hours

### RATES

Standard	\$50/hr
Nonprofit	\$30/hr

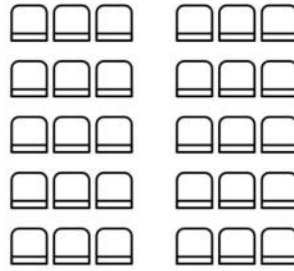
# COMMON ROOM SETUP OPTIONS

*Not to scale. Table sizes/seating numbers vary.*



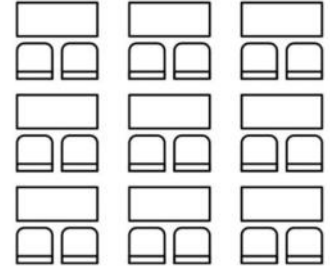
## BANQUET

Chairs around tables,  
dispersed through room



## THEATRE

Chairs in rows/aisles,  
facing one direction

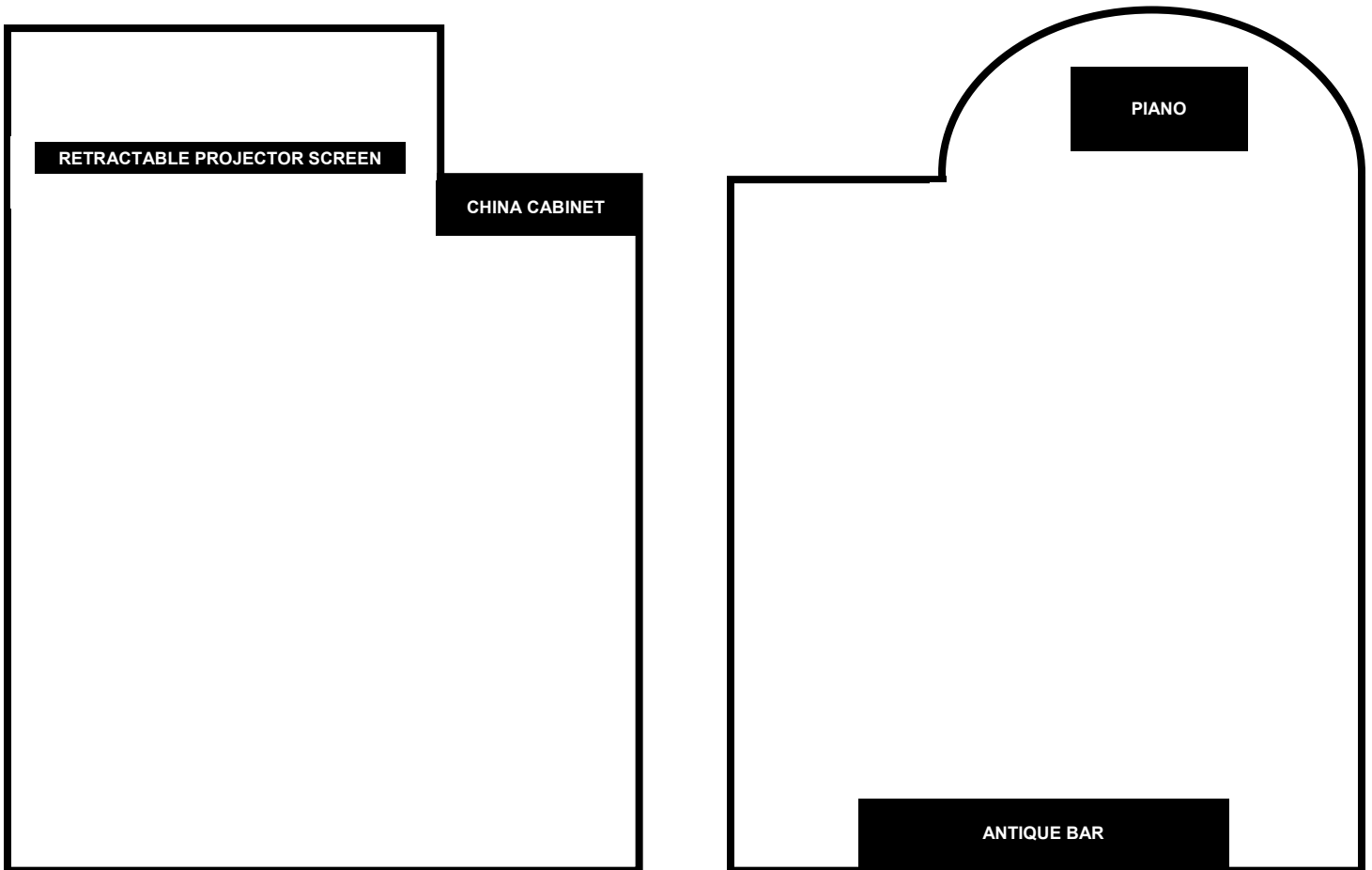


## CLASSROOM

Chairs at tables/desks,  
facing one direction

# DRAW YOUR OWN ROOM SETUP

*Not to scale. Fixed/immovable features are noted.*



**SWANBERG CLASSROOM**

**HOLLENSTEINER-STAHL HALL**

# EVENT POLICIES

- **HOURS.** All events must be held between 8 a.m. and 9 p.m. Any event hours outside of normal museum operating hours (10 a.m. to 5 p.m. Monday through Friday) and all weekend events are considered premium hours and charged at premium rates. Museum gallery access during premium hours is available for indoor events only, for an additional fee. Arrival and departure times must include adequate time for setup, takedown, and cleanup. Event organizers, guests, and service providers will not be admitted to the museum prior to the setup time indicated in this Agreement, and must vacate the premises no later than the departure time indicated in this Agreement.
- **DEPOSIT AND INVOICING.** A deposit of 50% of the estimated total cost is required at the time of event booking, payable by cash, check, or card, and will be invoiced by the museum to the contact on this Agreement. The balance due, including any additional charges incurred over and above the original estimate, will be invoiced by the museum to the contact on this Agreement, and is due upon receipt.
- **CANCELLATION AND GUARANTEE.** A credit card number is required as a guarantee against cancellation. This rental agreement may be cancelled up to two weeks prior to the event date without penalty, and the full 50% deposit will be refunded. If cancelled less than two weeks but more than 48 hours prior to the event date, 50% of the deposit paid will be forfeited. If cancelled less than 48 hours prior to the event date, the full deposit paid will be forfeited.
- **FOOD AND BEVERAGE.** All food and beverages must remain in the rented event room(s). Food and drinks are not allowed in the museum galleries at any time. The museum does not have on-site cooking facilities. Outside catering service is permitted, and renter is responsible for ensuring outside vendors comply with all policies of this Agreement. Renter is responsible for any plumbing damage resulting from food and waste being improperly disposed of in the butler's pantry sink, including but not limited to grease, salad dressing, coffee grounds, or solid food of any kind. Food and drink must not be left out overnight, and renter is responsible for informing any outside vendors of this policy.
- **ALCOHOL.** The Northwest Montana Historical Society is licensed to sell alcohol through our trained bartenders only. We offer locally brewed beer, and red and white wine by the glass. Soft drinks and water are also available. Fees are charged per bartender, at a rate of \$75 for a 3-hour block and \$40 for each additional hour. Events with more than 75 attendees require two bartenders. Hard liquor or outside alcohol of any kind is not permitted. Renter is responsible for complying with all federal, state, and local laws pertaining to the consumption of alcohol.
- **SMOKING & DRUG USE.** Smoking (including cigarettes, e-cigarettes, cigars, pipes, vape pens, and joints) and the consumption, inhalation, or ingestion of any other narcotics or drugs, either medicinally or recreationally, with or without a prescription, is not permitted inside the museum or on museum grounds at any time. Renter is responsible for enforcement of this policy during the event, and for complying with all federal, state, and local laws.
- **MUSEUM OPERATIONS.** Museum displays and galleries cannot be altered to accommodate events. Events held on museum property during museum open hours must not interfere with museum operations nor hinder visitor access to and enjoyment of the premises.
- **PARKING.** Metered and 2-hour parking (Monday-Friday) is available on Second Avenue East in front of the museum entrance, and street parking is available on Second Street East. The permit lot north of the museum and the Linderman School lot are available only on weekends or after 6 p.m. on weekdays.
- **DECORATIONS.** All event signage and décor must be freestanding. Nailing, tacking, taping, or otherwise adhering event materials or decorations to museum walls, floors, or displays is not permitted. Candles or open flames of any kind are not permitted. Cut flower arrangements are permitted, but potted plants are not permitted.
- **EQUIPMENT SETUP AND USE.** All chairs, tables, risers, and other museum equipment designated for use in this Agreement will be set up by museum staff before the event, according to the plans indicated in this Agreement. All museum-owned audiovisual equipment will be tested and operational before the event, and users must contact the museum before the event date to arrange training for museum equipment use. The museum is not responsible for the setup, operation, or maintenance of any outside equipment, including computers and media players, brought in to connect to our systems as part of the event. Museum audiovisual equipment is only available for indoor use.
- **ELEVATOR.** Renter is responsible for careful use of the elevator. Doors may be held open only by use of the red run/stop key located in the operating panel, and any cargo or persons must not bump, dent, or damage the doors, walls, or floor. The elevator must not be used for any purpose other than legitimate transportation between floors.
- **CONDITION AND CLEANLINESS.** Renter is responsible for event cleanup, and must leave the museum facilities in the same condition as when rented. The museum reserves the right to charge a post-event cleaning fee in the case of excessive use or damage.
- **INDEMNITY AND INSURANCE.** The museum is not responsible for damage to or loss of any personal or outside equipment brought onto museum property by the renter, event guests, or any persons or organizations contracted by the renter to provide services for the event, either before, during, or after the event. Renter is responsible and shall reimburse the museum for any damage, loss, or liability occurring on museum property as a result of the conduct of the renter, event guests, or any persons or organizations contracted by the renter to provide services for the event. For events larger than 100 attendees, renter must provide proof of appropriate insurance.
- **RIGHT OF REFUSAL.** The Northwest Montana Historical Society and History Museum reserves the right to refuse rental to any group or individual.