

## Museum FACILITIES RENTAL INFORMATION

Share the White River Valley Museum with friends, coworkers and family next time you plan an event. The Museum's exhibits and layout encourage people to wander and mingle—an ideal spot for a reception or party. When planning your event, remember that there are no large open areas in the museum where over 40 people can gather to hear a speaker, and there is no sound system.

### Regular\* Rate

#### **Muckleshoot Room**

Use our wonderful classroom for a meeting or class. A self-contained space, seats 20 board room fashion, or 30 in theatre-style seating. Includes access to the Key Bank Gallery, restrooms, and the Museum Shop. Refreshments may be served. Capacity: 30

**\$ 40 per Hour  
(2 hour minimum)**

#### **Full Museum Facility**

Access to the above facilities plus our award-winning permanent exhibits. Capacity: 100

**\$125 per hour  
(2 hour minimum)**

\*special rates sometimes available for non-profit organizations

For reservations call 253-288-7433.

## **Rental Policies**

### **Restrictions**

- Living plants or fresh flowers must be delivered and removed the same day from the museum and must come from a florist. No flowers from home gardens are allowed.
- Candles are not permitted, although chaffing dishes are allowed.
- No smoking.
- No client, guest or caterer may move exhibits, cases, or exhibit related property.
- Exhibit cases and displays are not to be used as tables or to hold any event-related materials.

### **Food and Beverage**

- Food can be served in the Muckleshoot Room and the Lobby. Guests can wander through the Key Bank Gallery with food, however no food is allowed in the permanent exhibit area.
- Catering arrangements must be approved by the Facility Coordinator, (253) 288-7433.
- The caterer is responsible for cleanup and removal of all food, equipment, and garbage from the Museum on the day of the event. Garbage and recycling receptacles are located behind the Auburn Senior Activities Center.
- If alcohol is served, the client must first submit a banquet permit, obtainable at any Washington State Liquor store.

### **Setup and Cleanup**

- Due to space restrictions, items generally cannot be delivered to the Museum before the scheduled reservation time nor can items be left at the museum overnight.
- The Muckleshoot Room must be left in the manner in which it was found. Please speak with the Facility Coordinator or a staff member regarding proper placement of tables and chairs.
- Setup and cleanup time as well as user orientation must be included in the overall rental time.
- Renter and Building Supervisor to complete walk-through after event.

### **Equipment**

- The Museum has the following equipment available for client's use. Arrangements for their use should be made in advance of the event.
  - Overhead projector
  - Kodak slide projector and screen
  - 30 padded chairs (of these 6 have arms)
  - 8, 30" x 60" tables
  - 10-cup coffee maker
  - Cable and internet connection

### **Right of Refusal**

- The White River Valley Museum staff and board reserve the right to refuse rental of the museum facility due to staff availability or other issues.

### **Damage Deposit**

- For some events a refundable \$250 damage deposit will be charged. The deposit is refundable, based upon the condition of the Museum after your use. If the facility supervisor determines there are any damage or clean-up issues, renter will be required to sign a Property Damage Form. Renter will be contacted within two working days to discuss damage/cleanup issues. Any damage above and beyond the deposit will be the renter's responsibility with renter being invoiced by the Museum.

**White River Valley Museum  
Facilities Rental Agreement**

Name of Individual/Organization/Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone (day) \_\_\_\_\_ Phone (evening) \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ # People Expected: \_\_\_\_\_  
Setup Starts: \_\_\_\_\_ Breakdown Ends: \_\_\_\_\_

Type of Event: Dinner\_\_\_\_, Buffet\_\_\_\_, Reception\_\_\_\_, Lecture\_\_\_\_, Tour\_\_\_\_, Other \_\_\_\_

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**Renter's Responsibilities**

- ◆ **Follow Rental Policies as detailed on page 2.**
- ◆ **Pay rental fee and damage deposit (if required) within one week of event.**
- ◆ **I, as the contractor, am responsible for being on site during the rental of the White River Valley Museum facility. If I am unable to be the first one on site I authorize \_\_\_\_\_, who is 21 years of age or older, to act on my behalf in the interim and complete required responsibilities.**

I acknowledge that I have reviewed and understand my responsibilities as listed above and on two previous pages labeled page 1 and 2. I agree to exercise the utmost care in the use of the premises and property and adhere to all rules, regulations, and policies established by the White River Valley Museum. The undersigned will hold the White River Valley Museum and the White River Valley Historical Society Board of Directors harmless for all liability resulting from use of facility. I also understand that I will be responsible for any additional charges that my group incurs during my rental time.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**White  
River  
Valley  
Museum**

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