

MUSEUM LOADING DOCK RENTAL AGREEMENT

Updated October 23, 2020 by EM

_____ - _____
EVENT DATE TIME

Suwannee County Historical Museum
208 Ohio Ave N, Live Oak, FL 32064 • 386.362.1776

Today's Date: _____

The Suwannee County Historical Commission is pleased to be able to offer the renting of the loading dock of the Atlantic Coastline Freight Depot for both public and private functions.

Please pay with two cashier's checks, money orders, cash, or personal checks (personal checks from local approved patrons only). The rental fee for the dock is \$125.00 and a \$50 refundable damage deposit is also required.

If the dock and equipment are left clean and in good condition, and the terms of this agreement are adhered to, the \$50 deposit will be refunded. If the key is not returned within two days of the Event Date, the \$50 deposit check will revert to the Suwannee County Historical Commission & Museum. Separate checks are requested. **IF YOUR CHECK BOUNCES, YOU WILL BE REQUIRED TO PAY IN CASH, CASHIER'S CHECK, OR MONEY ORDER BEFORE YOU RECEIVE THE KEY.**

Facilities: Unisex, handicapped accessible restroom Double sink with hot and cold-water Refrigerator with freezer Microwave
Overhead lights and fans Electrical outlets Tables 13 (6 ft. banquet) and 99 chairs

Type of event _____ Please provide the number of tables needed _____
and number of chairs needed _____ for your event. They will be sanitized and stacked in the kitchen for your safety. There are no facilities for cooking. If you wish to warm prepared food, you may use the microwave provided. **Grills may be used in the parking lot area only, away from the eaves of the building, and shall not be left unattended.**

Facility is not available on a reserved basis. Rental must be paid in full prior to commitment of facility use. Deposit is for security of damages, general clean-up, and sanitation only. The key may be picked up from the Dock Rental Key Box, using the following code _____. The Dock Rental Key Box code will be changed between renters. The Dock Rental Key Box is located next to the door, on the dock.

Responsibilities of the user:

1. Candles and open flames are prohibited on the dock.
2. Children shall be under adult supervision at all times. Youth under the age of 18 must have adult chaperones.
3. No one is allowed in the Museum galleries unless Museum personnel are present.
4. **USE OF DRUGS, ALCOHOL, OR SMOKING OF ANY KIND IS PROHIBITED.**
5. **USE OF BOUNCE HOUSES OR OTHER RELATED EQUIPMENT IS PROHIBITED.**
6. Renter is responsible for paper goods such as paper towels, toilet paper, garbage bags, etc.
7. The flag pole is not for renter's use and is not a part of this rental agreement.
8. The areas south of the museum walkway, and the east side of the dock, is not for renter's use and is not a part of this rental agreement.

When finished:

1. Tables and chairs should be cleaned and neatly stacked in the kitchen area. Avoid putting tables, or chairs, in the hallway.
2. **All trash, food, and scraps should be bagged and carried off the premises.** On-Site Dumpsters are not for public or rental use. Check the outside areas and around the dock and in the shrubbery for trash.
3. Make sure all food has been removed from the premises.
4. Check the restroom to be sure the toilet is flushed, trash is removed and water and lights are turned off.
5. Turn off lights, air conditioning and/or heating, close and lock doors.
6. Return key to the Dock Rental Key box, using the same code provided above.
7. Facilities will be inspected and Deposit will be returned at that time, provided the above terms have been carried out.

WAIVER: By signing this Waiver, I assume all risk of all individuals and/or myself participating in the above event (hereinafter "activity"). Without signing this form, neither myself nor the individuals will be able to participate in the activity. I acknowledge that the above activity may pose some risk of personal injury and that I undertake and assume this risk for myself and other individuals involved. I certify that I have read this document, and I fully understand its contents. I am aware that this is a release and indemnification of liability for myself and other individuals involved in this activity, and I sign it of my own free will.

Name of responsible person _____ Phone _____

Address _____ Renter Signature _____
(Signature indicates agreement with the terms of this contract.)

MUSEUM USE ONLY

Rental Paid: \$ _____ Check # _____ Cash _____ Date Deposited _____ Date Refunded _____ Check # _____ Cash _____

Dep. Paid: \$ _____ Check # _____ Cash _____ Date Deposited _____ Date Refunded _____ Check # _____ Cash _____

Renter Signature if cash or check returned to Renter _____

Or Date mailed _____ Museum Representative _____