

Whitehead Memorial Museum



Event Planner

Whitehead Memorial Museum

1308 South Main Street
Del Rio, TX 78840
(830)-774-7568

GROUNDS RENTAL CONTRACT

Rental agreement on a reservation basis only, by and between the Whitehead Memorial Museum, a non-profit corporation of the City of Del Rio and Val Verde County, acting by and through the Director of the Association for the Director of the Whitehead Memorial Museum, hereinafter called "LESSOR" fully described below:

FULL NAME OF LESSEE: _____

ADDRESS: _____

TELEPHONE: _____

FUNCTION TYPE: _____ FUNCTION DATE: _____

FUNCTION TIME: _____ # OF GUESTS EXPECTED: _____

Non-Refundable Set-up fee of \$200.00 MUST be paid at the time of the reservation. I understand that if I cancel, this \$200.00 will NOT be refunded. _____ (Initial)

Rental fee for ground facilities will be hourly at the rate of \$125.00 per hour, which is non-refundable. The **time charged is from start to finish (when everyone from the function has left the grounds)**. Rental time must be in hourly increments. All rentals are rain or shine. No refund will be given due to inclement weather. _____ (Initial)

You will be billed \$150.00 per hour for each hour you exceed the reserved time per this agreement if not approved prior to the end of your function. _____ (Initial)

The "LESEE" will be charge a \$25.00 service charge on all returned checks. _____ (Initial)

All persons who are setting up for your function SHALL NOT TOUR the museum without paying the admittance fee. _____ (Initial)

"LESSOR" will set-up 150 chairs, 15 8ft tables and trash cans with liners. Any other items must be rented. _____ (Initial)

Total rental fees must be paid two weeks in advance of the function. _____ (Initial)

I understand that the "LESEE" NOT the "LESSOR" is responsible for ANY LOST, STOLEN, or DAMAGED items. All damages will be paid for by "LESSEE" prior to leaving the grounds. _____ (Initial)

No big bands are permitted. **All music will be discontinued at 12:00am. NO EXCEPTION.** The "LESSOR" will control the volume of music. _____ (Initial)

Alcohol is permitted on museum grounds, but the "LESSEE is responsible for following local and state alcohol consumption laws. _____ (Initial)

All items brought onto the museum grounds are to be removed by the "LESSEE" at the end of the leased time. All trash and decorations must be removed from table and grounds by the "LEESE" prior to the end of the function. If all tables and grounds are not cleared by the end of the leased time, the "LEESE" will still be responsible for the above clean-up at their own expense prior to leaving the museum grounds and will be charged \$150.00 per hour over the leased time. Photos and/or videos may be taken by museum staff for promotional use. I understand that if I fail to meet any of the conditions put forth in this contract I may be subject to other applicable charges. _____ (Initial)

I HAVE READ, UNDERSTOOD AND AGREE TO THE CONDITIONS OF THIS CONTRACT.
I UNDERSTAND THAT THIS CONTRACT IS **LEGALLY BINDING.**

LESSEE

LESSOR

DATE

DATE

Whitehead Memorial Museum



Accessories Rentals



Tables

* Prices are for items over and above the contract allowances. Please refer to the contract for numbers of table and chairs included in contract.

_____ Round Tables (Seats 8)..... \$10.00

_____ **Total Tables**

_____ Round Table Cloth (each).....\$ 7.00

_____ Rectangle Table Cloth (each).....\$ 7.00

_____ Square Table Cloth (each).....\$ 5.00

_____ **Total Cloths**

_____ **Total Special Requests**

_____ **Total This Page**



Chairs

- * _____ Chairs (each).....\$ 1.50
- _____ Chair Covers (each).....\$ 3.50
- _____ Chair Bows (each).....\$2.00



Arches & Isle Runner



- _____ Heart Shaped Arch\$75.00
- _____ Round Arch\$50.00
- _____ White Isle Runner.....\$20.00

_____ Total for Arches & Runners

_____ Total This Page



Drink Containers and Glasses



_____	Champagne Fountain	\$45.00
_____	Plastic Champagne Glasses (1 Dozen)	\$ 8.50
_____	Buffet Coffee Pot w/ Cups (1 Dozen).....	\$25.00
_____	5 Gallon Tea Container	\$ 5.00
_____	Punch Bowls (Each).....	\$ 5.00
_____	Large Aluminum Trough	\$20.00
_____	Small Aluminum Trough	\$10.00

_____ **Total Containers/Glasses**



Miscellaneous Items

_____	Misters (Each)	\$25.00
_____	Chiminea With Wood (Each)	\$20.00
_____	Large Yard Fan (Each)	\$25.00

_____ **Total Misc. Items**

_____ **Total This Page**

Whitehead Memorial Museum

Sound System
\$ 50.00 Per Hour

It will be operated by
Museum Staff Only!

You must bring your own
CD's for music.

We do not furnish music only the Sound System!

Entertainment