



San Mateo County History Museum
 2200 Broadway St, Redwood City, CA 94063
 650-299-0104 sue@historysmc.org

Today's Date: _____
 Name of Organization: _____
 Name of Contact Person: _____
 Phone Number: (Home) _____ (Work/Cell) _____
 Fax #: _____ E-mail: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Date(s) Requested: _____
 Type of Event: _____ Estimated Attendance: _____
 Set-Up Time: _____ Event Time: _____ Clean-Up Time: _____

Section of Museum Requested: (✓) *Please submit floor plan within 30 days of event.*
 Entire Museum 1st Floor Rotunda 2nd Floor Courtroom A Catering Kitchen Atkinson Room

Vendors: (Please list all vendors to be used.) ****Caterer must be chosen from our preferred list.**

Caterer:** _____ Delivery Date: _____ Time: _____ Pick up Date: _____ Time: _____
 Florist: _____ Delivery Date: _____ Time: _____ Pick up Date: _____ Time: _____
 Musicians: _____ Delivery Date: _____ Time: _____ Pick up Date: _____ Time: _____
 Furniture Rental Co: _____ Delivery Date: _____ Time: _____ Pick up Date: _____ Time: _____

Exhibit Galleries: \$560.00 all galleries OPEN CLOSED
Second Floor only \$300.00 OPEN CLOSED
 Children's Activity Center \$395.00 for 4 hours

Museum Equipment Available for Rental: (Please review Rental Regulations for pricing.)
 Podium: _____ Easels: _____ AV System: _____ Microphones: _____ Round Dinner Tables: _____

Event Liability Insurance: Required: Certificate of Insurance due in History Museum 30 days prior to event.

Security Service Personnel: One (1) Security Guard per 100 guests. The fee is \$300.00 minimum.

Alcoholic Beverage Policy: The Museum strictly adheres to the Alcoholic Beverage Control rules.
 Alcohol is not permitted in public areas prior to Museum closing time. Alcohol can be sold with ABC License.

Janitorial Fee: \$440.00 fee is charged for all events. **Will alcoholic beverages be sold at event?** YES No

Refundable Security Deposit: \$750.00 refundable security deposit for up to 200 guests must be submitted to reserve date.
 Check or credit card accepted. Any violation of this contract will result in deduction of Security Deposit. Deposit refunds by Museum upon inspection of venue after event.

Cancellation Policy: Cancellation of event must be made in writing 60 days prior to event.
In signing this application, I certify that I have read and understand the San Mateo County History Museum's rules and regulations and will abide by any conditions set forth therein.

Fed Tax ID # 23-7186194
FINAL PAYMENT DUE 30 DAYS PRIOR TO EVENT.

Applicant Signature: _____ DATE _____