



THE NATIONAL SOCIETY OF COLONIAL DAMES OF AMERICA IN THE STATE OF COLORADO
409 Sixth Street – PO BOX 746
Georgetown, Colorado 80444
303.569.2311

Take a 3D virtual tour at www.hoteldeparismuseum.org

RENTAL AGREEMENT FOR LIMITED USE OF HOTEL DE PARIS MUSEUM

This Rental Agreement between (RENTER) _____

Address: _____

Phone: _____ E-Mail: _____

and The National Society of The Colonial Dames in the State of Colorado (NSCDA in CO), owner and operator of Hotel de Paris Museum, is for the limited use of Hotel de Paris Museum.

The date agreed upon is _____ from the hours of _____ to _____

The type of event is _____ with an expected attendance of _____

Event is PRIVATE _____ PUBLIC _____

The event will be catered by _____

Phone: _____ E-Mail: _____

FEES

RENTER agrees to pay Hotel de Paris Museum the following fees, for limited use of the museum:

Rental Fee for 4 hours and maximum attendance of 40 persons	\$1,000.00*
<i>*Additional time may be added at a cost of \$250 for each hour beyond the basic rental period of 4 hours.</i>	
Damage Deposit**	\$1,000.00
<i>**Damage Deposit will be returned approximately 30 days after inspection of the premises with deductions for repairs, cleaning, and trash removal.</i>	
TOTAL DUE UPON SIGNING	\$2,000.00

Check(s) payable to Hotel de Paris Museum. All major credit cards accepted. Non-payment of Rental Fee and Damage Deposit upon signing date is grounds for cancellation of this Rental Agreement by The National Society of The Colonial Dames of America in the State of Colorado.

In the event of a cancellation, written notice must be given to Hotel de Paris Museum by the RENTER at least 30 days before the date of the event. If the event must be cancelled within fewer than 30 days of the event, the Rental Fee will be retained and the Damage Deposit will be returned.

GUIDELINES

1. Hotel de Paris Museum is an historic structure containing an artifact collection; therefore, outside of the chairs and tables in the Dining Room and Commercial Kitchen, most of the furnishings may not be used. There is one functioning gender neutral restroom on the property which may be used. The coordinator for the event should visit the site with the museum's Executive Director to review the appropriateness of the site for the event. The Executive Director or a museum staff person will be on site during the entire event.
2. Hotel de Paris Museum does not cater events or provide linens, glassware, utensils, etcetera. There is a landing kitchen (offering countertop workspace, full size refrigerator, two compartment sink, microwave, and hot and cold potable water) for staging events involving food and drink.
3. No decorations may be taped, tacked, nailed or by any other means fastened to any part of the of the museum building or any artifact in the collection.
4. Flower arrangements and potted plants must have plastic saucers beneath them and are only allowed in the Dining Room, Commercial Kitchen, Annex building, and Courtyards or areas otherwise designated by the Executive Director.
5. Glitter, rice, birdseed, confetti or flower petals or any other material may not be brought onto the property. Absolutely no burning candles or fireworks allowed.
6. Artifacts may not be moved or disturbed in any way without the Executive Director's approval and involvement.
7. Fire exits (doors) must remain unlocked and not blocked. A 36" wide aisle must be maintained at each entrance/exit.
8. Smoking and vaping is not allowed anywhere on the property.
9. Food and drink may only be consumed in the Dining Room, Commercial Kitchen, Annex Building, or Courtyards. The RENTER will comply with all pertinent laws, statutes, ordinances and governmental or quasi-governmental regulations including, without limitations, all laws, statutes, and regulations pertaining to liquor. Hotel de Paris Museum is not responsible for injuries sustained while on the premises or for personal property left at the Museum.

LIABILITY

The RENTER will neither hold nor attempt to hold the NSCDA in CO liable for and will hold harmless and indemnify the NSCDA in CO from and against any and all demands, claims, causes or action of judgments, and any and all expenses (including, without limitation, attorney’s fees) incurred by the NSCDA in CO in investigating and resisting the same arising from any injury or damage to the personal property of the RENTER, and other groups on the premises or to any other person rightfully on the premises for any purpose whatsoever, where the injury or upon the property under the express or implied invitation of the RENTER or where such injuries are the result of the violation of law or ordinances, governmental orders of any kinds, or of the provision of this agreement.

COMPLIANCE WITH THE USE GUIDELINES

The RENTER has received, read, and agrees to fully comply with the facility’s BUILDING USE GUIDELINES. Noncompliance by either the RENTER, the RENTER’s guests or the caterer during the rental event is grounds for forfeiture of all the damage deposit, or if serious enough, cancellation of the remainder of the event.

CONDUCT AND VIOLATION

The conduct of guests within Hotel de Paris Museum is the responsibility of the RENTER. The Executive Director or museum staff person has authority to ask disorderly guests to leave the museum property and to notify law enforcement. The use of the Museum may be terminated at any time by the Executive Director if Hotel de Paris Museum’s policies are intentionally violated or if any guest’s conduct becomes abusive or dangerous to the site, its furnishings, or any individual therein. Should this action be deemed necessary, the entire damage deposit will be forfeited. Any damage over the damage deposit amount will be billed to the RENTER.

RENTER _____ Date _____

Agent for NSCDA in CO _____ Date _____

Title _____