



Dawson City Museum Rental Agreement

It is hereby agreed by the Dawson City Museum (Museum) and _____ that the Museum will make the following space(s) available to the Renter on the date and time requested. Conditions of Use for this rental are included in this Agreement (reverse) and form part of this Agreement.

_____ will be rented by _____
on the _____ day of _____, 201__ from the hours of _____ to _____.

Our Organization accepts responsibility for careful and conscientious use of facilities and equipment. We will assume charges for cleaning and/or damage, if necessary. We have read and accept the Conditions of Use. The signatory below is authorized to represent our Organization.

Laura Mann
Executive Director

(Renter)

Date

Date

Please indicate the name of the person on-site during the rental period that will be responsible for the Renter's adherence to the Conditions of Use. _____

Conditions of Use

- The Dawson City Museum is a smoke-free facility
- A staff member of the Dawson City Museum will be present for any rental that occurs after office hours. Security is a Museum responsibility and may not be delegated to users.
- Unless otherwise authorized, all events must end by 12 midnight and the premises vacated by 1:00 am.
- Users are liable for the cost of any damage to the facility or equipment during the designated rental period.
- All equipment, food or decorations brought into the Dawson City Museum must be removed from the facility at the end of the event, within the designated rental period. Items left behind by caterer, florist or any other service provider under contract by the user will result in an additional clean up charge, in accordance with the policy.
- The Dawson City Museum does not accept responsibility for damage to, or loss of, any merchandise, equipment, or articles left in the Museum prior to or during an event.
- Posters, decorations, or similar items cannot be attached to walls, doors or stairways or hung from ceiling or fixtures without prior approval. The Museum will provide easels for the display of signage.
- Groups may not adjust exhibition material or place any non-exhibition material on exhibit furnishings. Groups may not adjust lighting.
- Groups may not handle artifacts.
- The throwing of rice, bird seed, silly string, confetti (including shooting off poppers) or similar items is not permitted inside or outside the Dawson City Museum.
- Votive candles or flame lighting of any sort are prohibited.
- Animals other than Service animals are not permitted inside the Museum.
- Any merchandise for sale to the public must be sold by arrangement with the Museum gift shop. Such arrangements must be made in advance with the Executive Director
- Galleries will be opened on request for viewing exhibitions only. No food or drink will be allowed in the galleries. No catering setups will be allowed in gallery areas.
- Renters are required to carry their own Commercial General Liability Insurance and may be required to provide proof prior to the designated rental period.

Alcohol

Serving alcohol requires any renter or caterer to hold a valid Yukon Liquor License. Not-for-profit groups and those entities not already having a liquor license will be required to apply through the Dawson City Museum. Caterers who hold liquor licenses will be provided with a letter of permission from the Museum to serve alcohol on the premises. All alcohol and related license fees will be purchased and paid for by the renter.

Food and Beverages

Food and beverages are permitted in the boardroom, lobby, theatre and gift shop areas of the Museum. The Museum reserves the right to approve food and beverage services in advance of the event. All arrangements for and payment of food and beverage services will be the responsibility of the renter.

I have read and understand the Conditions of Use