

**JOHNSON COUNTY MUSEUM OF HISTORY  
RENTAL AGREEMENT**

Name of individual or organization \_\_\_\_\_

Name of contact \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail \_\_\_\_\_

Date Requested \_\_\_\_\_

Estimated attendance \_\_\_\_\_

Space Requested:    Meeting Room            Auditorium            First Floor Hall (After hours only.)

Total time of building occupancy (include set-up and clean-up) \_\_\_\_\_

Event description (please accurately describe all activities; such as entertainment, food service, etc.) \_\_\_\_\_

The kitchen is available for limited food storage, preparation and clean up. Will you or a caterer need access to the kitchen? \_\_\_\_\_

Will you need any audio equipment (i.e. podium with microphone?) \_\_\_\_\_

A limited amount of tables and chairs are available for renter's use. Please make arrangements with staff for set up, if needed. Renter must provide own table linens. Will you need tables or chairs? \_\_\_\_\_ If so, how many? \_\_\_\_\_

**\*\*The museum would like you to communicate to vendors and visitors that no food or drink is allowed in exhibit galleries. We appreciate your cooperation and consideration for our collection.**

Rental Fee \_\_\_\_\_ Security Deposit \_\_\_\_\_

**I have accurately stated the events to take place at the Johnson County Museum of History and agree to the terms of the "Building Usage Guidelines."**

Signature \_\_\_\_\_

Date \_\_\_\_\_