



Shelton McMurphey Johnson House A City of Eugene Historic Landmark ~ Built 1888
 303 Willamette St.
 Eugene, OR 97401
 (541) 484-0808
director@smjhouse.org
www.smjhouse.org

APPLICATION TO RENT MUSEUM

Date of event: _____ Time of event (includes set up and clean up): _____ to: _____
 Type of activity: _____ Expected Attendance: _____
 Will beer or wine be served? (NO hard liquor is permitted) _____ Hours served: _____
 Will food be served? _____ Catered? _____ Caterer _____ Phone: _____
 Contact Person: _____ Name of Organization if Applicable: _____
 Mailing Address: _____ Email: _____
 Best Phone#: _____ Message#: _____
 Alternate Contact Person: _____ Phone: _____

REGULATIONS AND POLICIES:

1. Reservation of museum for events is limited to first floor and immediate grounds around the House only. Wedding Parties: Bride and Groom only may utilize second floor bedrooms and bathroom to dress/get ready for event.
2. Reservation will not be confirmed until a rental application is complete and deposits are paid in full. \$200.00 minimum security and cleaning deposit for all rentals; \$100 additional deposit for alcohol.
3. Proof of liability insurance in the form of a Certificate of Insurance must be provided in the minimum amount of \$2,000,000 when alcohol and/or food is served. The certificate should name both the City of Eugene and the Shelton McMurphey Johnson Associates as an additional insured
4. Rental fees must be paid in full and a Certificate of Insurance on file with the Shelton-McMurphey-Johnson House 30 days prior (date is hereby indicated as _____) to the rental date or rental agreement(s) will be terminated. Should the application be submitted less than 30 days prior to the event, all fees are due at the time of approval.
5. The rental contract requires a 50% down payment 60 days before the rental date with the final balance to be paid 30 days before the event. Should the application be submitted less than 30 days prior to the event, all fees are due at the time of approval. The down payment (which is separate from the deposit fee) will be retained from all rental fees regardless of the time or reason for a cancellation.
6. A deposit (not the down payment) may be returned under the following conditions:
 - a. If cancellation occurs PRIOR TO _____ (date).
 - b. The facility is left in a clean condition and the House Use Checklist provided at the beginning of the event has been completed to the satisfaction of the rental supervisor.
 - c. The facility is left undamaged.
 - d. All conditions of the rental agreement(s) have been met, including hours of event as determined by this application.
7. The renter will be billed for damages, losses, and unsatisfactory cleanup fees in excess of the deposit.

- 8. At least one rental supervisor is required to be on duty; this fee is included in the rental charge. The rental supervisor reserves the right to monitor, intervene, or terminate the event at any time.
- 9. Renter is responsible for knowing and adhering to all appropriate park and/or recreation facility rules.
- 10. Amplified sound is not permitted without approval. Standard Park Use Permit limits amplified sound to two hours.
- 11. NO OPEN FLAMES of any sort.
- 12. There will be no changes made to this agreement.

SMJ Associates reserves the right to deny any application for any reason.

INDEMNITY AGREEMENT

-I certify that I am an authorized representative of the organization named herein, that the above statements are true to the best of my knowledge, and that I agree to be bound by the above regulations and policies. I understand that violation of any of these regulations and policies may result in: immediate termination of the event, legal responsibility for damages in excess of the deposit, forfeiture of deposit and future use of the facility.

-I shall indemnify and hold the City, and the Shelton McMurphey Johnson Associates, its officers, agents and employees harmless from any and all claims, actions, liabilities, cost, including attorney fees and all other costs of defense, arising out of or related to the activities of applicant and participants during the use of the facility under the terms of this application.

-In the event that insurance is required to provide evidence of general liability, the required coverage will be primary to the City's insurance and the City and Shelton McMurphey Johnson Associates will also be named as additional insured.

-I understand that the City and Shelton McMurphey Johnson Associates are not sponsors of this activity nor will they provide any supervision of the activity.

-I further understand that the City makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application; and the applicant and other participants will be using the facilities at their own risk.

Signature of Applicant/Authorized Representative of

Applicant: _____ Date: _____ (Must be 21 years of age or older)
 By signing you agree to the regulations, policies and indemnity agreement above.

OFFICE USE ONLY: FEES AND CHARGES	PAYMENTS RECEIVED:
Weekday rate: Monday through Thursday: \$75 per hour Weekend rate: Friday through Sunday: \$130 per hour (Non-profit rates available on request and with proof of non-profit status)	Date ___/___/___ \$ _____ Date ___/___/___ \$ _____ Date ___/___/___ \$ _____ Date ___/___/___ \$ _____ Insurance received? Yes ___ Date: _____
Base Rate _____ x # hrs _____ = \$ _____	DEPOSIT REFUNDED: Date ___/___/___ \$ _____
Alcohol fee - \$100.00 \$ _____	
Cleaning/ Security deposit (Required) \$200.00	
Additional charges \$ _____	
TOTAL CHARGES: \$ _____	