

**National Sprint Car Hall of Fame & Museum  
FACILITY RENTAL AGREEMENT**



Today's Date: \_\_\_\_\_

**Renter Information:**

Name of Renter/Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Event Information:**

Rental Date: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_

*Rental fees are based on the block of time you will occupy the facility for your event. You may set-up prior to your event at no charge during business hours the day of your event, or the previous day if the facility is available. If the event runs shorter/longer than expected, an adjustment will be made to the rental fee.*

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**Facility Rental Fee:**

The user agrees to pay \$\_\_\_\_\_ to rent the Museum for the date and time indicated. This amount is due one week prior to the event.

**Deposit Fee:**

The user agrees to pay \$100.00 upon signing this contract. This will be held to secure the date and as security for damages/cleaning and will be refunded if the premises are left undamaged and clean as determined by Museum staff.

<b>Operating Hours and Rental Rates:</b>	
<b>Office Hours:</b>	<b>Monday - Friday, 8:00 a.m. - 6:00 p.m.</b>
	<b>Saturday - Sunday, 12:00 p.m. - 5:00 p.m.</b>
<b>After Hours Rate:</b>	<b>\$100/per hour</b>
	<b>Office Hours Rate: \$50/per hour</b>

We invite you to host your next social or special event at the National Sprint Car Hall of Fame & Museum! Our spacious reception area provides a unique setting for your larger gatherings. Your guests will enjoy a fabulous view of the famous Knoxville Raceway. Admission for guests to tour the museum is included in your facility rental.

- Accommodations for 250 people, available only on non-race dates. Saturdays from Mid-October through Mid-April only.
- Catering kitchen available for use. All food must be catered in.
- Tables and chairs available for use:

14 large (8') rectangular tables (seats 8)

10 small (6') rectangular tables (seats 6)

17 large (5') circular tables (seats 8)

10 small (4') circular tables (seats 6)

300 stackable blue chairs

- No Smoking
- Service of alcohol on NSCHoF&M property is allowable pursuant to State and Federal liquor laws and with consent from NSCHoF&M.
- Premises must be vacated and majority of clean-up done by midnight. Remainder of clean-up may be done during business hours the next day.
- Furniture or objects belonging to the Museum may not be moved or handled without permission of the Museum staff.
- Nails, tape, glue, staples shall not be used on walls. Special putty is a good alternative.
- No open flames or fog machines allowed, due to fire system.
- Clean-up required: tables wiped, chairs stacked, floor swept, all garbage disposed of in trash containers provided. A mop bucket is available for any spills/messes during the event. If needed, the balance of clean-up can be finished during business hours the following day.
- Children must be accompanied by an adult at all times, this includes elevators, gift shop and museum.
- Museum staff will be in attendance to provide help with any questions or concerns.

I have read and agree with the terms and conditions of this contract.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Museum Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## TABLE/CHAIR CONFIGURATION FOR SET-UP

Tables, chairs and audio-visual equipment will be set up to your specifications. Please use this sheet (for drawing or notes) to let us know how you would like your event set-up.

NOTE: The National Sprint Car Hall of Fame & Museum is a museum *first*, and a site for private gatherings *second*. For that reason, please be advised that if your event is to be set-up and/or held during museum hours, museum visitors may still be allowed admission to the 2<sup>nd</sup> floor to view the Theater and Hall of Fame area.