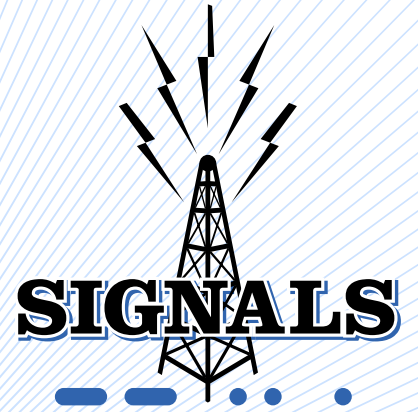
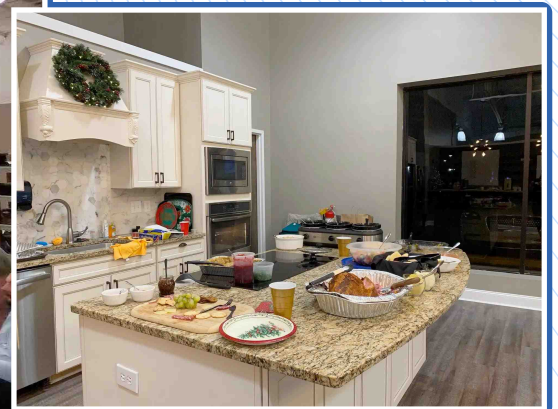
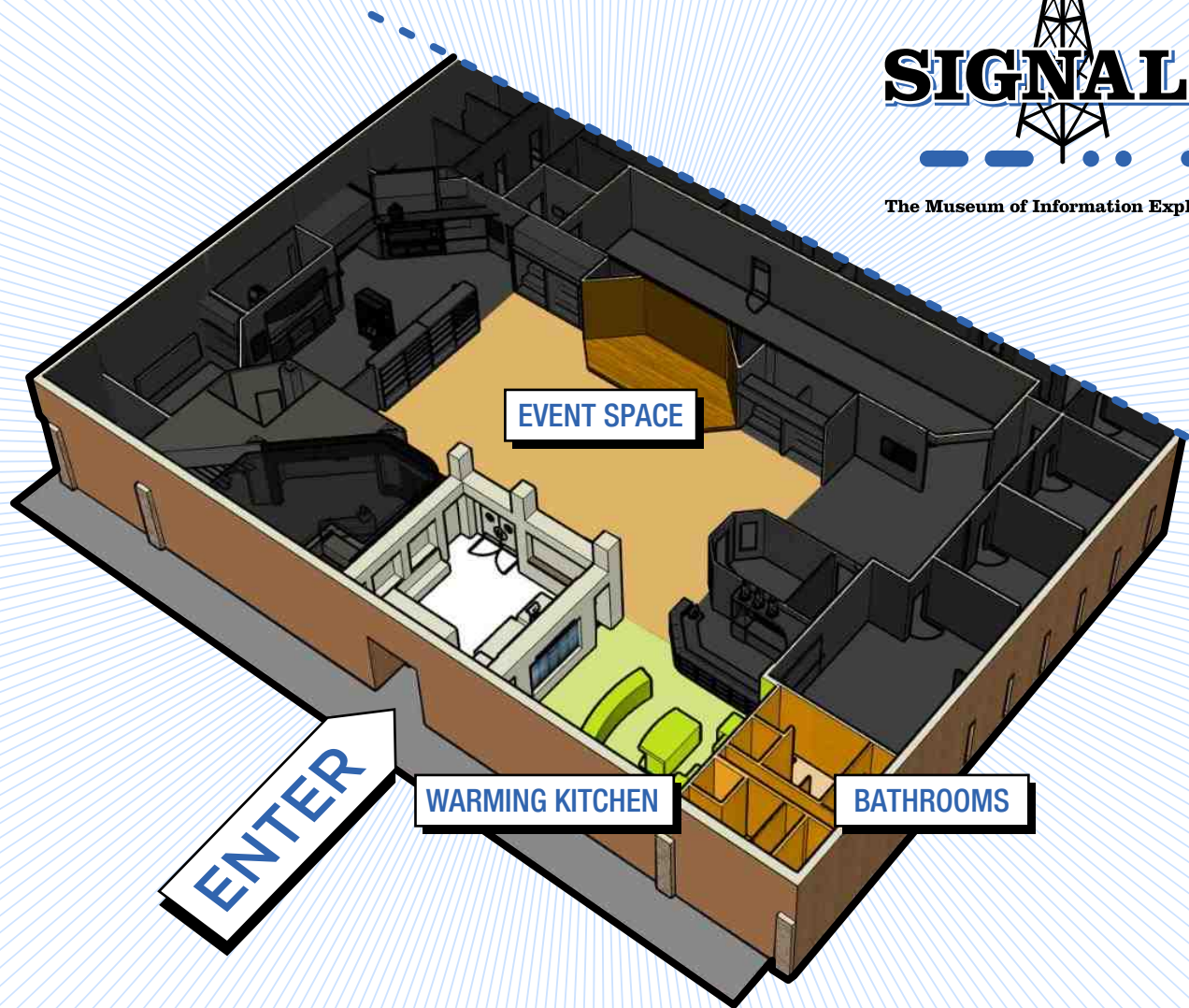


Event Space



The Museum of Information Explosion





EVENT

SIGNALS: The Museum of Information Explosion Facilities Rental Term Sheet

1. LET'S BEGIN

Thank you for your interest in booking SIGNALS for your event. We have a unique venue, and hope we can accommodate your group and the needs of your event. The rental space is the commons area which includes the raised stage and warming kitchen (see diagram). Capacity is 120 seated theater style, or 80 seated at ten 8-top round tables. Included in your rental is:

- tables & chairs
- AV & projection system
- high-speed internet (WiFi)
- podium
- wireless & wired microphones
- warming kitchen & serving area
- ADA compliant restrooms
- admission to the museum for guests
- Museum operating hours 9am to 5pm;
Rental hours 8am to 10pm

2. RENTER'S INFORMATION

A Who?

NAME OF COMPANY / ORGANIZATION

NAME OF EVENT

FIRST	LAST
-------	------

NAME OF CONTACT

CONTACT'S EMAIL ADDRESS

CONTACT'S PHONE NUMBER

NUMBER OF GUESTS

CATERER'S NAME

CATERER'S PHONE NUMBER

B When?

DATE

START TIME

END TIME

3. DETAILS

A Finalized details

Audio visual equipment, internet needs, meeting requirements, and all other details pertaining to your event or daily use must be finalized no later than 14 days prior to the event or intended use. Unless previously agreed upon in writing.

B Cancellation policy

Clients may cancel this contract at any time within two-weeks notice prior to the event without penalty. If the client elects to cancel less than 14 days prior to the event date, there will be a charge of 50% of the \$100 deposit (\$50). For cancellation 9 days or less before the event date, the client will forfeit 100% of the deposit.

4. FOOD, BEVERAGES AND SERVICES

A Food and Beverages

SIGNALS provides no food services. Outside food or beverage may be brought into SIGNALS by caterers arranged for by the renter, only as agreed upon in advance by SIGNALS. Additionally, the renter is responsible for disposing of all remaining food and beverage items.

B Alcohol

Alcohol only allowed if provided through caterer's license. To ensure the proper regulations of our premises, no alcoholic beverages may be brought into SIGNALS except as agreed upon in writing and all applicable licenses have been submitted to SIGNALS prior to the scheduled event.

C Audio Visual

For daily event rentals: You can provide your own AV system, or use the SIGNALS' AV system. AV requirements shall be specified prior to contract signing. We can provide basic instruction on use of the system. Support during an event is available for \$80 hr.

D Security & Liability

SIGNALS reserves the right to inspect and control all venue events. SIGNALS does not assume responsibility for damage to or loss of any articles and/or merchandise brought onto the premises.

The renter is responsible for all loss, damage and necessary repair to any SIGNALS assets.



SIGNALS is a non-smoking venue.

E Cleaning

Renter is responsible for cleaning the venue back to the condition in which it was provided, otherwise a \$125 cleaning fee will be incurred.

F Any additional terms or details:

PLEASE INITIAL

F

ANY ADDITIONAL TERMS AGREED UPON SHOULD BE HAND WRITTEN HERE, AND INITIALIZED BY THE RENTER

