VALLEY RELICS MUSEUM
VENUE RENTAL AGREEMENT

Date of Event: _____

Event Hours (total): _____ *(must include setup and teardown)*

Start Time: _____ **End Time:** _____

SCOPE OF AGREEMENT

This Rental Agreement is between Valley Relics, herein referred to as "Venue," and NAME, hereinafter referred to as "Client." The purpose of this Agreement is to define the obligations of both parties pertaining to the rental of Valley Relics.

The Venue has been reserved for Client for the date and time stipulated in this Agreement. Your date will be reserved only after the required deposit has been paid.

The hours assigned to your event include setup and cleanup of all subcontractors and vendors you may use. Client is responsible for the conduct of guests, invitees, agents, subcontractors, and vendors and for any damage resulting from their use of the Venue.

VENUE RENTAL RATES & FEES

The following rates are incorporated directly into this Agreement. There is no separate pricing schedule. The mandatory cleaning fee applies to all Venue rentals.

PRICING ITEM	RATE	TERMS
Hourly rental	$495.00 per hour	Five (5) hour minimum
Minimum base rental	$2,475.00	5 hours × $495.00
Mandatory cleaning fee	$250.00	Required on every rental
Overtime	$247.50	Per 30-minute increment after 10-minute grace period

Client Initials: _____

BOOKED START TIME & EVENT TIMELINE

Monday–Thursday: Client access for setup may begin as early as 7:00 AM, subject to the rental period selected and Venue availability. The Client must select and pay for sufficient rental time to accommodate all setup, event activities, vendor activities, teardown, cleanup, and removal of property.

Saturday & Sunday: The standard ten (10) hour rental period is 2:00 PM–12:00 AM (midnight). Client and all vendors may begin setup at 2:00 PM and must be completely cleaned up and out of the Venue by 12:00 AM midnight.

Friday: The Client's access and setup time will begin at the contracted rental start time stated in this Agreement. The standard Friday rental is ten (10) hours.

All setup, event activities, teardown, cleanup, vendor breakdown, loading, and removal of all Client property must occur within the contracted rental period. Client is responsible for ensuring that all vendors and subcontractors understand and comply with the contracted rental hours.

GOING OVER YOUR BOOKED END TIME

If anyone associated with the event—including the Client, guests, caterers, vendors, subcontractors, entertainers, or other invitees—remains inside or occupies the Venue after the contracted end time, overtime will apply. There is a 10-minute grace period with no additional charge. After the grace period, overtime is charged at **$247.50 per 30-minute increment.**

The Client may not remain in the Venue for cleanup, loading, conversations, vendor breakdown, or any other purpose after the contracted end time without paying the applicable overtime charge. Venue staff remaining to shut down and lock the facility does not extend the Client's rental period.

BOOKING DATE, DEPOSIT & CANCELLATION PERIOD

The applicable rental fee is determined by the rental period selected in this Agreement. A 50% deposit of the applicable rental fee is required to secure the date. The deposit is refundable if the event is canceled within ten (10) days of receipt; after ten (10) days, the deposit is non-refundable. The balance is due one (1) week before the event date. A credit card must be on file one (1) week before the event and may be charged for overtime and other amounts due under this Agreement.

CLEANUP FEE

A **$250.00 mandatory cleaning fee** applies to all Venue rentals, regardless of rental length. The cleaning fee does not relieve Client of the responsibility to remove all personal property, decorations, equipment, trash, and other items by the end of the contracted rental period.

Client Initials: _____ Client Initials: _____

INSURANCE

Proof of liability insurance is required and due one (1) week prior to your event. A copy of the certificate of insurance may be e-mailed to info@valleyrelicsmuseum.org.

The Client must provide Valley Relics with a Certificate of Insurance carrying minimum policy limits of $1,000,000 per occurrence and $1,000,000 aggregate for commercial liability insurance.

Client assumes full responsibility and liability for any and all damages to the Venue and items on display throughout the Valley Relics Museum.

INDEMNITY

The Client must provide Valley Relics with a certificate of insurance naming Valley Relics, its board of directors, officers, executives, staff, volunteers, agents, and assigns as an Additional Insured with respect to liability resulting from the negligence of the named insured, its guests, invitees, agents, and subcontractors during the event.

EVENT SET-UP LIMITATIONS

All property belonging to Client, Client's invitees, guests, agents, subcontractors, and all equipment shall be delivered, set up, and removed during the rental period on the day of the event.

Client Initials: _____ Client Initials: _____ Client Initials: _____

VENUE PROPERTY & DECORATIONS

Venue is not responsible for loss, damage, or theft of personal property belonging to Client, Client's invitees, guests, agents, subcontractors, or vendors.

The Venue is a non-smoking facility. Please do not smoke inside the Venue or within 20 feet of the entrance, exit, and roll-up doors, per California Government Code Sections 7596–7598.

No rice, birdseed, confetti, real shells, or marine life are allowed on the premises. Venue management must approve all decorations.

CATERERS

Venue requires all caterers to hold insurance with minimum limits of $1,000,000 General Aggregate/$1,000,000 Per Occurrence with a $1,000,000 Host Liquor Liability endorsement and to carry current Los Angeles County health permits. Caterers must provide Valley Relics with a certificate of insurance naming the required Valley Relics parties as Additional Insured.

Host Liquor Liability limits must be itemized on the certificate of insurance in the "Other" box. A copy of the caterer\'s current health permit must accompany the certificate of insurance.

Each subcontractor and vendor certificate of insurance must be included as a separate endorsement (CG20 10 1185 or equivalent) naming Valley Relics and the required Valley Relics parties as Additional Insured.

These subcontractors include, but are not limited to, caterers, valets, performers, photographers, entertainment, equipment rentals (tables/chairs/tents, etc.), portable toilets, florists, decorators, sound and lighting technicians, etc.

Caterers are required to use proper grease mats and any protection of the Venue grounds necessary.

Client Initials: _____ Client Initials: _____

ALCOHOL CONTROL

The managing and distribution of alcohol at your event is required to be performed by a licensed bartending company. Although the bartending service will manage the distribution of alcohol, the Client is ultimately responsible for the safety of invitees, guests, agents, and subcontractors, including the distribution and consumption of alcohol.

Guests who appear to be thirty (30) years of age or under shall be carded by the bartending service and must have a valid driver's license or valid picture ID.

No alcohol may leave the premises of the Venue. Alcohol consumption is strictly forbidden outside the Venue.

SECURITY

The Venue, at its sole discretion, may mandate that additional security personnel be assigned to the event, which may involve additional fees over and above the facility rental fee.

PARKING

Limited parking is available within the Venue grounds as well as street parking. Parking is at the Client's and guests' own risk. Valley Relics and its board of directors, officers, executives, staff, volunteers, agents, and assigns shall not be held liable for theft, collision, property damage, parking in restricted zones, or towing fees on the premises or surrounding areas.

Client Initials: _____ Client Initials: _____ Client Initials: _____

RESTRICTED AREAS

The Venue is located on Federal Airport Property. No one at any time is allowed to enter, exit, or access the back hangar doors on the west side of the Venue that are directly on the airport's tarmac.

CLEAN UP

Client shall be responsible for returning the Venue to the state in which it was provided. All property belonging to Client, invitees, guests, agents, subcontractors, and vendors shall be removed by the end of the rental period. Property remaining beyond the end of the rental period may be discarded and any charges incurred to handle such items will be billed to Client. Venue is not responsible for property left behind.

VENUE STAFF

A Venue staff member will be accessible throughout the event and will maintain the bathrooms with necessary supplies, as well as the three 45-gallon trash cans provided. The Venue staff member will ensure that the Venue and surrounding site are ready for the event and will check in with Client before and at the end of the event.

Client Initials: _____ Client Initials: _____ Client Initials: _____

CANCELLATION POLICY

The event may be canceled within ten (10) days after receipt of the 50% deposit to receive a full refund. After ten (10) days, the deposit is non-refundable. No exceptions.

FORCE MAJEURE

The ability to execute this Agreement by either party is subject to Acts of God, including but not limited to hurricanes, flooding, earthquakes, fires, as well as government intervention, civil authority, terrorism, or other emergencies. Should the event be canceled through a Force Majeure event, all fees paid by Client to Valley Relics will be returned to Client within thirty (30) days.

AUTHORIZATION

The person(s) signing the Agreement warrant that they are authorized to make agreements and to bind their principals to this Agreement.

PRICING ACKNOWLEDGMENT

Client acknowledges that the pricing is incorporated directly into this Agreement. The rental rate is **$495.00 per hour**, with a **five (5) hour minimum** ($2,475.00 minimum base rental). A **$250.00 mandatory cleaning fee** applies to every Venue rental. Overtime after the 10-minute grace period is charged at **$247.50 per 30-minute increment.**

Client Initials: _____ Client Initials: _____ Client Initials: _____

CONTRACT ACCEPTANCE

Upon signing of this Agreement, a fully executed agreement will be in force.
I/we have read the above and accept the terms therein.

CLIENT ACCEPTANCE

I, the undersigned, as the Client or authorized representative of the Client, acknowledge that I have read, understood, and agree to all terms and conditions of this Agreement. I confirm that the information provided is accurate and that I have the authority to enter into this Agreement on behalf of the Client.

CLIENT SIGNATURE: _____

PRINT NAME: _____

TITLE / RELATIONSHIP TO CLIENT: _____

DATE: _____

VALLEY RELICS ACCEPTANCE

I, the undersigned, as the authorized representative of Valley Relics Museum, acknowledge that I have read, understood, and agree to all terms and conditions of this Agreement.

VALLEY RELICS SIGNATURE:



PRINT NAME: Tommy Gelinas

TITLE: Founder / Director

THIS AGREEMENT IS NOT VALID UNTIL:

- 50% NON-REFUNDABLE DEPOSIT IS RECEIVED
- SIGNED AGREEMENT IS RETURNED TO VALLEY RELICS

EVENT RENTAL SUMMARY

The following summary is part of this Agreement. The complete Agreement controls in the event of any inconsistency.

Pricing Item	Rate / Minimum	Additional Terms
Hourly rental	$495.00 per hour	
Minimum rental	5 hours / $2,475.00	
Mandatory cleaning fee	$250.00	Required on every rental
Overtime	$247.50 per 30 minutes	After 10-minute grace period

Saturday & Sunday setup/rental period: 2:00 PM–12:00 AM. Client and all vendors must be completely cleaned up and out by 12:00 AM midnight.

Monday–Thursday setup: Access may begin as early as 7:00 AM, subject to the rental period selected and availability. The booked rental period must include all setup and teardown.

Overtime: A 10-minute grace period applies. After the grace period, overtime is charged at $247.50 per 30-minute increment.

Deposit: 50% of the applicable rental fee is required to secure the date. Balance is due one week before the event.

Insurance: Required proof of insurance is due one week before the event.

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THANK YOU FOR CHOOSING VALLEY RELICS MUSEUM.
WE LOOK FORWARD TO MAKING YOUR EVENT UNFORGETTABLE!