



SPECIAL USE CONTRACT

Date of Event: _____

Name _____ Phone _____

Address _____

Event Representative _____ Phone _____

Time/Schedule:

Set up _____
Event _____
Inspection _____

Rehearsal (if applicable, must end by 4p.m.):

Date _____ Time _____
Number of participants _____
Early Set up of Chairs: YES / NO

Number of Participants: _____ Areas of Property Requested: _____

Museum Furniture Requested: _____ tables _____ chairs _____ canopies

Caterer Name: _____ Phone _____

FEE SCHEDULE

Area Reserved	4 hour block of time	\$150
	\$40.00 per additional hour of time	
Additional Fees		
Beer/Wine purchase	Prices vary	
Bartending Service* *prices may vary based on client need	\$50.00/hour up to 75 people; \$75.00/hour up to 100 people; \$90.00/hour up to 150	
Canopies	\$50.00 per unit per event	
Patio Heaters	\$50.00 per unit per event	
Total Special Use Fee		
Non-Refundable Deposit	Receipt # Date	-\$50 (-\$75 w/alcohol)
Balance Due		
Additional Payment	Receipt # Date	
Balance Due		
Additional Payment	Receipt # Date	
Balance Due		

Event Details & Notes

Initial & Date: Submitted By: _____ Confirmed By: _____
 Added to Customer List _____ Credit Card information added to Customer info _____



Policies & Procedures

Special Use requests may be submitted up to one year prior to the date of the event, but no less than two weeks preceding the date. The special use contract and any changes to the contract must be approved by AHS Staff.

Staff will monitor all Special Use activities to ensure compliance with Arizona State Laws. Vendor services must be informed by the client of AHS policy and procedures regarding cleanup, equipment removal, and Staff inspection end-of-event deadline.

- 1) Events must terminate by 9:00 p.m.
- 2) Client is responsible for event set up and clean up.
- 3) All foodstuffs, decorations, equipment, etc. must be removed from museum property by the end of the rental time period. All decorations must be portable and free-standing. No fixtures or other decorations may be planted or attached to the historic structures.
- 4) Smoking is not permitted in buildings.
- 5) Alcohol is permitted but must be purchased from AHS Pioneer Museum as the AZ Liquor License holder.
- 6) Vegetation, wildlife, rocks, artifacts, buildings, structures, and objects must not be damaged in any way.
- 7) Sound producing devices must be kept at a reasonable level to avoid disturbing the neighborhood.
- 8) Parking is available on the museum property, and if available, at Coconino Center for the Arts. Parking at Sechrist School is by FUSD permit only.
- 9) The standard for an event's successful ending is simple: **The use area must be returned to its original appearance and condition AND the event executed in a manner complementing the integrity of the Pioneer Museum property.**

Indemnification Clause

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

_____ Date _____
Responsible Party/Contractor

_____ Date _____
AHS Pioneer Museum Staff