



General Terms and Conditions Agreement

Facilities are first scheduled and utilized for National Motorcycle Museum functions. Therefore, the museum always reserves the right to refuse rental and/or use of any or all of its facilities to outside groups.

National Motorcycle Museum reserves the right to change, cancel or move a reservation to another room when needed, as some situations may be out of our control. Every effort will be made to notify the organization in advance of scheduling changes or cancellations.

Outside groups can lose the ability to reserve National Motorcycle Museum facilities if: violation of noise guidelines, damage to room, and improper use of room or misrepresentation of an event.

National Motorcycle Museum reserves the right to refuse hosting activities which are in direct competition with the activities, programs, or services at National Motorcycle Museum.

It is the policy of National Motorcycle Museum to permit solicitation by registered organizations only. Solicitations shall be defined as any commercial, profit-campaigning, or distribution of literature. All approved solicitation activities at National Motorcycle Museum are to be confined to reserved spaces.

Room Rental does not constitute sponsorship by National Motorcycle Museum. The National Motorcycle Museum logo and/or sponsorship listing may not be used in promotional materials by an outside group without the written consent of National Motorcycle Museum's Marketing Services department.

In the case of a tornado or severe thunderstorm warning, participants should go to the designated place of safety.

Nothing can be temporarily affixed to any painted surface in any area of any room. Duct tape or adhesive backing tape may not be used. Easels may be requested by the user, subject to availability. Any props, equipment or other items brought into the building, rooms or hallways by or at the request of the user or its participants must be removed by the user upon completion of the use of the facility.

Alcohol is prohibited with the exception of beer and wine brought in by the renter. The National Motorcycle Museum does not sell alcohol. If the renter chooses to bring in alcohol, a certificate of insurance must be provided to the National Motorcycle Museum. It must include the National Motorcycle Museum at a one million dollar liability. The copy must be provided 5 days prior to the event.

National Motorcycle Museum * Banquet Hall Agreement Form

In compliance with the state of Iowa's Smoke Free Air Act, as of July 1, 2008, all National Motorcycle Museum property is smoke-free. Tobacco use, including smokeless tobacco, is prohibited.

Only the part of the building or equipment for which the request is made shall be used. National Motorcycle Museum staff will provide furniture arrangement and equipment as requested when available.

Subject to availability, the following equipment may be requested by the user at no additional charge: easel, tables, chairs. The facility coordinator must be notified 10 business days prior to the scheduled event if any equipment is required.

Use of the Kitchen includes 2 electric stoves, two microwaves, two refrigerator/freezers, food stand style counter access to the banquet hall for serving.

The facilities are to be left in the same condition as they were prior to any event. Brooms, mops, a vacuum and garbage bags/cans are available for use.

Room rental does not grant you, or your guests' access to view the National Motorcycle Museum exhibits. This can be arranged with museum staff in advance for an additional fee.

Maximum capacity for all facilities **cannot** be exceeded by order of the Fire Marshall.

If the museum closes due to inclement winter weather, or any other emergency, those events scheduled in affected facilities cannot be held as scheduled unless otherwise noted.

Available hours for Banquet rentals are from 7am – 12am (midnight) in a four hour block, with each additional hour for an additional charge. You need to have items cleaned up and exit the building by midnight.

Cancellation Prior to Program - This agreement may be cancelled up to ten (10) business days prior to the date of the initial Program without penalty. Any rent paid by Lessee shall be refunded in full. Cancellations which occur within ten business days prior to the initial Program shall result in no refund of any rent paid.

All rental fees will require 50% of total payment to lock in your reservation. Total payment and certificate of insurance if applicable are due 10 business days prior to the event. Checks can be made out to **National Motorcycle Museum**. Mailing address is PO Box 405 Anamosa, IA 52205.

Indemnity Lessee will protect, indemnify and save harmless from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including without limitation, reasonable attorneys' fees and expenses) imposed upon or incurred by or asserted against NMM by reason of (a) any accident, injury to or death of persons or loss of or damage to property occurring on or about the Premises or any common area of the Premises resulting from any act or omission of Lessee or its employees, agents, representatives; or invitees (b) any failure on the part of Lessee or its employees, agents, representatives or invitees to perform or comply with any of the terms of this Agreement. In case any action, suit or proceeding is brought against

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NMM by reason of any such occurrence, Lessee will, at Lessee's expense, using legal counsel, resist and defend such action, suit or 32 proceeding, or cause the same to be resisted and defended. Any settlement of any claim must be approved by NMM.

Rental Options/Prices (circle your choice)

All rentals are for a 4 hour block. Set up time can be arranged at no charge when requested and if available.

Each additional hour over four will be a \$25 additional fee.

Kitchen	\$25
Room A (35 people)	\$50
Room B (75 people)	\$85
Room C (75 people)	\$85
Room A & B (110 people)	\$135
Room A, B & C (185-200 people)	\$220
Room A & Kitchen	\$75
Room A, B & Kitchen	\$160
Room A,B,C & Kitchen	\$245
Additional hours	\$25 each hour

Room C
Room B
Room A
Kitchen

Total Due \$ _____
 Deposit Paid \$ _____ Date _____
 Balance Due \$ _____ Balance Due Date _____
 Balance Paid \$ _____ Date _____

Certificate of Insurance? Recvd _____ N/A _____

Event Date _____ Start & End Time _____

 Name National Motorcycle Museum Approval Date

 Person/Organization Renting Date

Attach insurance copy if alcohol will be served*

Contact: Jeff Carstensen or Jessica Gorman at 319-462-3925 Fax 319-462-3982