

**William King Museum
Special Events Contract**

All reservations and arrangements for use of William King Museum's (WKM) facilities must be made through the Director of Public Relations. No reservation is confirmed until this form is completed and a refundable deposit is received. It is understood that throughout this contract and related appendices, the term "USER" includes all employees, members, agents, contractors, vendors and guests who will at any time occupy WKM premises in connection with the event described below. Please read the attached "Regulations for Special Events at William King Museum" before signing this Special Events Contract. All questions should be directed to the Director of Public Relations.

Date of Event: _____ **Description of Event:** _____

USER Name: _____

Mailing Address: _____
(Street Address City State Zip Code)

Phone: _____ Fax: _____

E-Mail: _____ Estimated Attendance: _____

Time of Setup: _____ Time Event Starts: _____

Time Event Ends: _____ Time Breakdown will be Complete: _____

WKM space to be used: _____

Caterer: _____

Copy of ABC License to WKM (*one week prior to event*) Date Due: _____

Copy of Caterer's Health Department Certificate to WKM (*one week prior to event*) Date Due: _____

Certificate of Insurance to WKM (*one week prior to event*) Date Due: _____

PAYMENT SCHEDULE: (*cash, check, VISA or MasterCard*)

Facility Rental Fee: \$ _____

Security Deposit (\$300): \$ _____

Mandatory Security: \$ _____

Additional Security: \$ _____

Other: \$ _____

Total Rental Cost: \$ _____

Less: Reservation Deposit: \$ _____ (*50% of rental fee due with signed contract*)

Balance Due: \$ _____ **Date Due:** _____ (*three days prior to event*)

Issued by: _____ Issue Date: _____
(WKM Director of Public Relations)

I have read the "Regulations for Special Events" at William King Museum and agree to abide by the regulations as set forth. I also agree and accept the terms of this "Special Events Contract"

Accepted and agreed to by: _____

Print Name: _____ Date: _____

To ensure your reservation, this signed contract and reservation deposit must be returned within two weeks of the date issued.

Return To: Katie Carrico
William King Museum
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kcarrico@wkmuseum.org
Phone (276) 628-5005 Fax (276) 628-3922