



DATE OF USE: _____

Contact Name _____ Phone _____ FAX _____

This agreement is made between the **Museum of Performance & Design** (MPDSF) and :

_____ for use of space at MPDSF for the following event: _____

1. Use of Space

Agreement is for access to the library and/or gallery space as checked:

Reception Lecture Class Recital/Concert Performance Other

NAME & DESCRIBE THE EVENT: _____

2. Dates and Times

DAY & DATE _____ IN AT _____ OUT BY _____

Actual running time of event: FROM _____ TO _____

3. Number of people involved

Number of staff RENTER will have on site to oversee management of event (minimum 2): _____

Estimated # of people attending the event _____

Food being served? YES NO Is it professionally catered? YES NO

Beverages? YES NO Will staff prepare & serve? YES NO

4. Room or space set up

Rear Projection Screen Projection Screen CD/TAPE Player VCR LCD Projector

Lapel Microphones Lectern Director's Chairs (up to 3) Piano

Tables # _____ Chairs # _____ Other _____

5. Fees

Fees are payable in advance. See fee schedule.

(continued)



6. Insurance

MPDSF shall not provide any insurance coverage of any kind for renter or its employees or contract personnel. The renter shall indemnify and hold MPDSF harmless from any loss or liability arising from use of MPDSF space, signified by signature on this application.

An insurance rider naming MPDSF as an ADDITIONAL INSURED should accompany payment or may be faxed to 415-255-1913.

7. Liability

The renter assumes responsibility and liability for any damages to the facility or the collections caused by or attributed to the renter's staff, guests, employees or contract personnel.

8. Terminating the Agreement

Either party may terminate this Agreement any time by giving at least 48 hours written notice to the other party of the intent to terminate.

9. Exclusive Agreement

This is the entire Agreement between RENTER and MPDSF.

10. Modifying the Agreement

This Agreement may be modified only by a written letter signed by both parties.

11. Applicable Law

This Agreement will be governed by the laws of the State of California.

12. No Partnership

This Agreement does not create a partnership relationship. Renter does not have authority to enter into contracts on MPDSF's behalf.

SIGNATURES:

For MPDSF:

Signed: _____ Date: _____

Eric Brizee, Operations Manager
Museum of Performance & Design
401 Van Ness Avenue, San Francisco, CA 94102

for the RENTER:

Signed: _____ Date: _____

Printed Name and Title _____

Billing Address _____

Please sign and return to Eric Brizee at MPDSF
Veterans Building, 4th Floor
401 Van Ness Avenue, San Francisco, CA 94102

PHONE: 415.255.4800 FAX TO: 415.255.1913

A signed copy will be returned.



MPDSF USE GUIDELINES

MPDSF rents its facility primarily to performing arts related organizations, educational institutions and other non-profit groups. Others may apply (at commercial rate).

- There are no kitchen facilities available.
- No cooking permitted, nor open flames.
- Renter must provide own utensils, plates, cups, napkins, cleaning supplies, etc.
- Light refreshments and beverages only.
- Caterer/Renter must clear all garbage from building and clean up all food wastes.
- No food may be left behind.
- Access to the space does not include use of or access to any part of the collection.

RENTAL FEES

Rental Fee includes one MPD event manager. If your event requires additional staff or staff technicians, please add \$50 per hour.

Fees apply where events do not conflict with MPD's regular schedule. Closure of the Museum or Library to the general public may require additional fees.

Please note that our mission to serve performing artists, performing arts organizations and educational institutions allow us to negotiate lower fees for qualified applicants.

| | |
|-----------------|------------------|
| Commercial Rate | \$300 per hour * |
| Non-Profit Rate | \$200 per hour * |

* Please allow ample set up and clean up time.

OTHER FEES

| | | |
|---|------------------|---|
| Audio System Use | \$50 per event | (CD/LP player/house speakers) |
| Lapel Microphone Use | \$50 per event | (up to four setups) |
| Piano Tuning | \$100 tuning fee | (no charge if used, but not tuned) |
| LCD rear projector use (use of screen included) | \$50 per event | (requires MPDSF staff) |
| Rear Projection Screen Use | \$25 per event | (waived if LCD is rented) |
| Additional MPDSF Staff Time | \$50 per hour | (for equipment operation, add'l services) |
| Front Projection Screen Use | No charge | |
| Lectern | No charge | |
| VCR/TV Monitor Use | No charge | |
| Chairs | No charge | (up to 50 chairs) |

Payment of all fees is required two weeks in advance, fully refundable upon cancellation up to 72 hours in advance. Renter acknowledges s/he has read and agrees to facility usage guidelines by signing below. Return with your rental agreement.

Signature _____

Date _____



FEE WORKSHEET

RENTAL FEES

- SPACE USE \$ _____
- ADDITONAL STAFF \$ _____

OTHER FEES

- Audio System \$ _____
- Lapel Microphone \$ _____
- Piano Tuning \$ _____
- LCD rear projector \$ _____
- Additional Chairs \$ _____
- Rear Projection Screen: \$ _____

- Other: _____ \$ _____
- Other: _____ \$ _____

TOTAL \$ _____

THIS NOT AN INVOICE