

# Heritage Room Facility Policy and Rental Agreement for Business Meetings

**The Heritage Room dimensions are: 28'4" x 49'7" with a capacity of 65 seated and 75 auditorium style. The room is ADA accessible.**

The Heritage Room includes a small kitchen area with a double sink (no garbage disposal), refrigerator, microwave, coffee maker, 3 coffee urns and convection oven. There are 60 inch round or 8-foot banquet tables available.

**Care of the Facility:** The Heritage Center is on the State and National Historic Register, therefore, items such as **tacks, staples, nails, or tape** may not be attached to woodwork, walls, ceiling and/or art pieces. If windows are opened for any reason, make sure that they have been closed and locked before you leave.

**All trash must be emptied at the conclusion of your meeting in the dumpster located in the rear at the southeast end of the building. New trash bags are under the sink. (See attached check list for during and after your meeting).**

**NO RED DRINKS. NO GLITTER.**

Caterers: All catering arrangements and supplies are the responsibility of the user.

**Charges: \$30.00 per hour for non-members or \$24.00 per hour for members of the Pueblo Heritage Museum. Each additional hour will be assessed at the same rate.**

**\$50.00 non-refundable booking deposit fee (required to confirm booking)**

**Liability:** The Pueblo Heritage Museum assumes no responsibility for personal injury, property loss or damage occurring during meeting or events sponsored by outside groups. The user shall save and hold harmless the Pueblo Heritage Museum, its officer, agents, employees and members from all claims, suits, actions of whatsoever nature resulting from or arising out of the activities of the user of its subcontractors, agents or employees. The user shall allow PHM, its assignees or associates to use photographs, recording or video of activities on the property of the PHM to be used for promotion, publicity or recording purposes without compensation or restriction.

**If cost to repair any damage to facility, furniture, displays, art, appliances exhibits, etc. exceeds \$125.00, you will be billed the entire cost of repair and/or replacement.**

<b>Type of Meeting:</b>	
<b>Print Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Cell:</b>
<b>Date Requested:</b> am/pm	<b>Time:</b> am/pm    to:
<b>Please include setup and takedown in your scheduled time</b>	
<b>Signature:</b>	