

**Laws Railroad Museum
Special Events Use Application**

Date: _____

Name: _____

Address: _____

Phone: _____ Cell Phone: _____

Email: _____

TYPE of event (brief description): _____ (COMMERCIAL EVENT Yes No)

Event Date: _____ Number of people expected: _____

Event Times: Start _____ Finish _____

Event setup time: _____ break down time: _____

Application approval: Yes ___ No ___ Date _____

Comments: _____

Bonding: YES ___ Amount: _____ N/A _____

Letter of Authorization Required? YES ___ N/A _____

Certification of Insurance Received: YES ___ Not Req. _____

Laws Museum Special Events Use Request

RULES AND REQUIREMENTS

1. **No Smoking Allowed On The Museum Grounds.** Must be STRICTLY ENFORCED by the sponsoring party and announcements made. Museum will supply no smoking signs.
2. **Alcoholic Beverages.** No alcoholic beverages without prior approval. Request for approval must be submitted 30 days prior as alcohol may require additional security.
3. **Concessions and Bar-B-Ques.** Types of food/drink concessions and concession site locations must be approved by the Museum Board. *No open fire or BBQ cooking.* A map of allowed cooking sites is available.
4. **Children** are expected to be effectively controlled by adults.
5. **Cleanup.** Sponsor must see that used areas are cleaned of all trash immediately following the event. Trashcans must be emptied into the large trash bins behind the restrooms. *Large events may pay for additional large trash bins.* Tables and chairs must be cleaned and stacked in a designated spot to be picked up by the museum.
6. **Vehicle Parking.** Vehicles park in the museum's parking lot. Vehicles used to unload and load items for the event are allowed on the museum's grounds but must leave immediately after the loading/unloading. No vehicles on the grass please.
7. **Security.** There must be adequate arrangements to maintain order during the event. Events cannot interfere with the normal operation of the Museum or its displays.
8. **Liability.** Sponsor is liable for damage during the event. Damage will be repaired by the Museum and charged to the sponsor. Deposit will be held until the repair is made. The sponsor may be required to provide additional insurance.

Due at Least Ten Business Days Prior to the Event

- Facility Use Agreement Completed and Signed
- Deposit
- Number of Tables, Chairs, and Equipment needed, and location
- Copies of Permits for Food and Alcohol
- Proof of Insurance.

APPLICANT'S

SIGNATURE: _____ DATE: _____

LAWS MUSEUM SPECIAL EVENTS USE FEES

The Laws Museum grounds are available for special events during normal operating hours, and may be scheduled with the Museum Administrator. Events outside of normal operating hours require special advance notification, and may require extra fees due to employee overtime work hours

Private Party Events:

BASIC USE: Up to 4 hours, \$5.00 per person, Children under 12 free. **\$50 per hour for each additional hour.** *Event use time includes set up and take down time.*

Children's birthday parties are given special consideration and will be handled accordingly by the Museum Administrator.

Commercial Events are to be considered individually by the Board of Directors, rules and fees determined at that time. There must be adequate advance time given for this process.

Commercial Filming Projects: Inyo County Film Commissioner needs to be notified. See our separate fee schedule for filming projects.

Other Charges: For large events (weddings, concerts etc) there may be a cleanup *deposit of \$500*, refundable fully or partial, depending upon the circumstances.

Table and chair rentals are available:

Tables, \$3.00 each Chairs, \$0.50 each
Set up fees: Tables \$2 each, Chairs, \$.50 each

Additional Information

Death Valley RR Motor Car rental (including operating crew): \$100, 2 hour minimum, \$50 per hour additional

Union Carbide Mine train rental (including operating crew): \$50, 2 hour minimum, \$10 per hour additional.

Train rides are to be arranged separately with Museum Administrator.