



AFTER-HOURS MUSEUM RENTAL CONTRACT

We are pleased to host your event at the Children's Museum of Sonoma County ("CMOSC"). The Children's Museum offers a unique and exciting space for any special event or occasion.

Duration of Contract: 4/29/2025 – 4/28/2027

Location of Events: The Children's Museum of Sonoma County, 1835 W. Steele Lane, Santa Rosa, CA 95403

Number of Events: Up to five (5) total events to be held within the duration of the contract. Should fewer than five (5) events be booked before the contract expires, the remaining events will be forfeited.

Dates & Times: Dates and times are to be determined and mutually agreed upon by both Nurse Family Partnership and The Children's Museum of Sonoma County.

Fee: \$ 250 per event. Each event must be booked and paid for individually.

Museum Contract & Technical Contact: Solina Larum

Renter: Department of Health Services

Private Event Policies

- Payment in full is required at the time of booking for each event.
- The base rental fee includes access to all Museum areas and exhibits currently open to the public. (Art Studio will remain closed, unless approval is made by CMOSC prior to event.)
- Access to the museum is limited to the front entrance only.
- The Renter will have access to tables in the picnic area. The Renter is responsible for providing all food and drinks.
- Please keep food and drinks in the picnic area.
- Please do not bring alcoholic beverages without a request from the Renter and written approval from CMOSC placed at least two (2) weeks before the event.
- Outside entertainers, performers, vendors, or live animals are not permitted without a minimum two (2) week prior request from the Renter and written approval from CMOSC.

Decorations & Clean Up

- Please limit all decorations to the picnic area only. Do not bring anything that must be hung, tacked, or taped.
- Renter supplies tablecloths, napkins, plates, bowls, cups, utensils, etc.
- CMOSC strives to be environmentally conscious. Please consider this when choosing decorations.
- Balloons, inflatables, piñatas, glitter, or confetti are prohibited under any circumstances on the premises.
- The Renter is responsible for cleaning the rented area after the event.
- Any rental equipment, including tables, chairs, linens and/or decorations must be delivered and removed the day of the event unless otherwise authorized.

General Museum Policies and Guidelines

The mission of the Children's Museum of Sonoma County is to inspire curiosity and creativity through joyful, transformative experiences. To accomplish this mission, we strive to maintain a safe and healthy atmosphere in which visitors and CMOSC Team Members can be free from harassment, intimidation, and threats to their safety and well-being. As such, we ask that all who enter these premises follow these guidelines:

- Adults are role models for children, so they should demonstrate courtesy and respect to one another while enjoying the exhibits and programs.
- We ask that visitors respect the rights of others and not harass, annoy, or interfere with any other person through unwanted physical contact, communication, or other intrusive behavior.
- Obscene, profane, or abusive language is not allowed in the Museum.
- Visitors are required to comply with Museum policies, rules, and instructions posted, listed, or verbally communicated.
- Compliance with all local, state, and federal laws also applies here.
- Parents or caregivers are responsible for the actions and safety of their children. No Team Member can replace adult supervision.
- CMOSC respectfully requests that visitors not interfere with Team Members in performing their duties.
- No wading is allowed in the Russian River Exhibit.
- Smoking is strictly prohibited on CMOSC property.

Chaperones

The Children's Museum of Sonoma County is designed to be explored by children ages ten and younger. Children are welcome at your private event and are the responsibility of the Renter. Please respect our chaperone policy and provide one (1) adult for every four (4) children visiting the museum. Chaperones are expected to stay with children at all times at the museum.

Furniture & Equipment

The following is available for your event at no cost:

- Covered Party Pavilion space with four (4) picnic tables
- Outdoor picnic tables (8)
- Stackable Office chairs (30)
- 10"x 10" tents (3)
- 6' foot folding table (3)

The Renter must provide their own linens, serving ware, coffee urns and other serving dishes as needed.

Parking

- CMOSC is not responsible for articles left in unattended vehicles.
- Parking is free and available on a first-come, first-serve basis. Overflow parking spaces are available at neighboring parking lots and will be confirmed with the Renter if necessary. Signage indicating overflow options will be posted.
- The terms and conditions herein apply to the parking lot.

Vendors & Alcoholic Beverages

- All vendors [rental contractors, outside entertainers, caterers, etc.] must adhere to these terms and conditions. Vendor adherence to established guidelines is the Renter's responsibility. Vendors may enter the museum and begin to setup or install items during the agreed rental period only.
- All vendors must provide appropriate documentation (ie. ABC license, proof of insurance, etc.) minimum two (2) weeks prior to event date. Failure to produce requested documentation may result in vendors not being approved by CMOSC or being asked to leave the premises.
- The Renter must be present when vendors are in the museum at all times.
- All alcoholic beverages must be kept within the rented area.
- CMOSC will not tolerate underage drinking, drunk or disorderly conduct, and anyone exhibiting inappropriate behavior will be asked to leave immediately.
- The Renter, and not CMOSC, shall be responsible for compliance with all ABC laws and regulations if alcoholic beverages are served.
- Please be mindful of glassware or ceramic serving ware on the campus. Broken glass is a concern at CMOSC.

Use of Facilities/Prohibited Activities

The presence of illegal substances, firearms or other weapons on the museum premises are strictly prohibited. The Renter, and the Renter's guests, shall not exhibit or allow nudity, or lewd, lascivious or other behavior that reflects negatively on CMOSC in CMOSC's sole discretion. CMOSC reserves the right to cancel any event in which such behavior is exhibited or anticipated, and the Renter shall forfeit all fees previously paid to CMOSC. CMOSC reserves the right to call proper legal authorities in the event of breach of any of these terms or conditions. CMOSC also reserves the right to conduct criminal background checks and/or require references for any Renter (or any individual principal of the Renter) prior to the event.

Insurance

The Renter must provide liability insurance coverage of at least one million dollars (\$1,000,000) with a copy of the insurance verification to be provided to CMOSC at least one month prior to the event. The renter must add the Children's Museum of Sonoma County to the policy as an additionally insured for the event.

Cancellation and Refund Policy:

- Cancellations made seven (7) days in advance of the scheduled date will receive a full refund minus a five hundred dollar (\$500) administrative fee. CMOSC will review cancellations made after this cutoff on a case-by-case basis, as will any requests to reschedule.
- In the event CMOSC should have to cancel a reservation for unforeseen circumstances, the Renter will be issued a full refund or may choose to reschedule on an alternate available date.
- A reservation may be cancelled at the discretion of CMOSC if a) contract is returned without the required signatures; b) the After Hours Museum Rental Contract is not paid in full 30 days prior to the event; or c) there is a breach or anticipated breach by Renter of any terms or conditions herein. In event of cancellation for any of the above reasons by CMOSC or in any event of cancellation by Renter less than seven (7) days prior to the scheduled date, all funds paid by the Renter will be forfeited to CMOSC.

Indemnification

- Renter agrees to indemnify CMOSC fully against all claims, demands, injuries and damages, including attorney's fees and costs, resulting from any breach of the terms or conditions herein, or any accident, injury, personal property damage or theft resulting from the use of any space or facility at the museum.

Please Note the Children’s Museum of Sonoma County has the right to ask anyone who violates these guidelines, or any other CMOSC policies, to leave the premises. If violations are repeated, the individual may be denied the privilege of visiting CMOSC for a set period of time or indefinitely.

Department of Health Services Representative Signature

Date

Nolan Sullivan, Director

Department of Health Services Print Name and Title

Solina Larum, Deputy Director

Date

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