



Damage Deposit Form

A damage deposit of \$500.00 shall be submitted upon execution of the Agreement. The Event Sponsor hereby indemnifies the Museum for damages caused as a result of the Event, which may be in excess of the deposit amount. The deposit shall be returned to the Event Sponsor within seven (7) business days following the Event, except in the case any damages or costs are incurred by the Museum in the conduct of the Event, in which case the Museum shall be entitled to withhold such damages or costs from the deposit, with the balance refunded to the Event Sponsor. In the event the damage deposit is insufficient to cover the damages or costs incurred, the Event Sponsor shall pay the Museum such amount within five (5) days of notice to the Event Sponsor.

Organization Name _____

Organizer Name (if different from above) _____

Contact Phone or email (must provide one) _____

Signature _____

The above signee agrees to the terms and conditions listed below and assumes all responsibility for loss or damaged materials. Any damages will incur a fee to be paid using the credit card information on file.

Museum Staff Use

Date for Rental _____

Date of Deposit _____

Museum Authorization _____

(Credit card slip or canceled check to be given at the conclusion of the event)

Credit Card Holder Information

Credit Card Number: _____

Exp. Date _____ CVC _____

Address _____

City _____ State _____ Zip Code _____