



Family Resource Center

432 Fashion Way Burlington, WA 98233 (360) 757-8888 www.skagitchildrensmuseum.net info@skagitcm.org

Event Agreement

Date of Event: _____

Time of Event Set-up: _____ **Time of Event:** _____

Point of Contact: _____ **Title:** _____

Organization Name: _____

Address: _____

Phone Number: _____ **Cell Phone Number:** _____

Email Address: _____

Fee for Use of Facility: _____ (Fee is payable on or before the date of the event.)

As a guest of the Children's Museum of Skagit County (CMSC), we ask that everyone involved in celebrations, parties and events have a memorable time! Certain rules must be followed to ensure the safety and upkeep of our facilities. The staff will do all they can to provide a clean and accommodating environment for children and adults here at our museum.

NOTE: We are a Peanut Free facility! For the safety of our guests, please check all ingredients! The organization and adults are responsible for the actions and behavior of all of their party guests. Please initial next to each item, to indicate your understanding and agreement.

_____ Provide CMSC with Certificate of Insurance, listing CMSC as other insured for the event.

_____ If alcohol will be served, you are required to have licensed bartenders dispensing Alcohol. Name(s) of Bartender(s): _____

_____ If alcohol will be served, you must purchase a Banquet License from the State of WA at your cost, post it and adhere to all of the rules and regulations set forth by the State of WA.

_____ Caterers may use the available refrigerator space, and prep kitchens. It is your responsibility to ensure that kitchens are left cleaned, and all materials taken out.

_____ Tables, chairs and linens may be used, as per our agreement.

_____ At the end of the event, all materials brought in must be removed.

_____ Clean-up Options: You can clean the facility of your items from the event. If you Want assistance with clean-up, additional fees will be charged. Arrangements need to be made in advance. (CMSC cleans floors, bathrooms and garbage)

Other specific items to include: _____

Signature/Title

Signature-Cate Anderson, Executive Director

Date: _____

Date: _____

The mission of the Children's Museum of Skagit County is to promote, encourage and increase an understanding of the arts, science, culture and literature among the children, youth, families and educators in Skagit County and beyond.