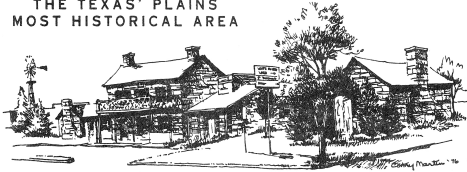


THE TEXAS' PLAINS
MOST HISTORICAL AREA



Crosby County Pioneer Memorial

MUSEUM & COMMUNITY CENTER
101 W. MAIN
CROSBYTON, TEXAS 79322

Rental Form:

Your Name: _____

Phone: (____) _____ - _____

Email: _____

Date of your Event: ____/____/____

How many attendees? _____

Conference room \$25/HR (Max 25 people) Parker Center \$50/HR (Max 40 people) Auditorium \$75/HR (Max 150 people)

Event will be from: ____:____ to: ____:____ + Setup/Cleanup time: ____ - 1 Hour No Charge = Total time: _____

(We allow 1 hour at no charge for setup or cleanup)

Will you require...

a projector? (\$20 fee)

a microphone?

tables and chairs? Round____ Rectangular____ Chairs per table____

Commercial Coffee Urn ? (\$10 fee)

use of the kitchen? (\$50 fee)

Is a tour of the museum for your guests something you would like to be included in your rental? If so, at what time would you like the tour to begin? ____:____

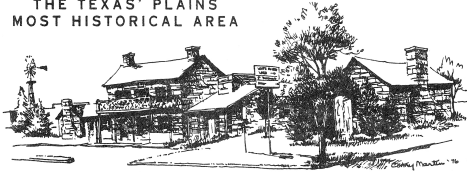
(There is no charge for this, we ask only so that we can be prepared)

No unattended children under the age of 18 will be allowed to roam the museum during the event. No touching paintings, displays, historical items or exhibits in the reserved areas. No attaching decorations to walls, doors or stage. If damage occurs during your event you will be liable for repairs. Cameras are located in the reserved areas and recording at all times.

Deposit: \$_____ + Total Time: \$_____ + Additional Fee: \$_____ = Total Due: \$_____
(Deposit = 1 hour of reserved area)

If Deposit is paid by cash or check a check will be issued after employee signs off on checklist at the end of the event. Deposits paid online or by card will be refunded to card used after employee signs off on checklist at end of the event. Digital refunds could take up to 7 business days

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101 W. MAIN
CROSBYTON, TEXAS 79322

Rental Agreement:

I, _____, agree to follow the rules of the CCPMM and enforce the rules for those attending my event. I understand that my reservation is not confirmed until my deposit has been received by the CCPMM and that the above balance is due the day before my reservation.

The rules of the CCPMM are:

1. No alcohol on the grounds or premises
2. No smoking on the grounds or premises
3. No dancing
4. No unsupervised children outside of the rented space
5. No pets inside the museum with exception of service dogs
6. No touching of the paintings, displays, historical items or exhibits
7. No attaching decorations to walls, doors or stage

Signed: _____ Date: ___/___/___ Agreed via Phone []

Payment:

Deposit Payment Received on: ___/___/___ for the amount of: \$_____

Payment Method:

- Cash
 Check
 Card
 Paid Online

Received by _____

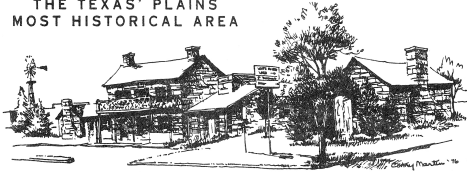
Remaining Balance Received on: ___/___/___ for the amount of: \$_____

Payment Method:

- Cash
 Check
 Card
 Paid Online

Received by _____

THE TEXAS' PLAINS
MOST HISTORICAL AREA



Crosby County Pioneer Memorial

MUSEUM & COMMUNITY CENTER
101 W. MAIN
CROSBYTON, TEXAS 79322

Cleaning Inspection:

Did they....?

- Pick up and throw away all trash items
- Clear out all personal belongings
- Wipe down tables and chairs (and kitchen surfaces, if used)
- Sweep floors
- Wipe up any spills or messes on floors
- Take trash out to the dumpster (back parking lot) and replace trash bags

Approved by: _____

Signature: _____ Date: ____/____/____

Clean-up Checklist:

Did you... ?

- Pick up and throw away all trash items
- Clear out all personal belongings
- Wipe down tables and chairs (and kitchen surfaces, if used)
- Sweep floors
- Wipe up any spills or messes on floors
- Take trash out to the dumpster (back parking lot) and replace trash bags

THANK YOU and we hope to see you again soon!