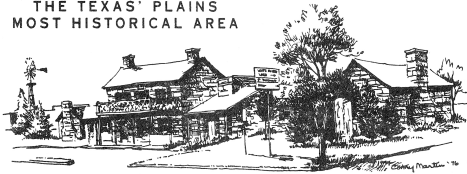


THE TEXAS' PLAINS
MOST HISTORICAL AREA



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)

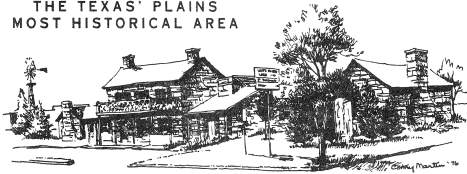
Deposit: \$____ + Total Time: \$____ + Additional Fee: \$____ = Total Due: \$____
(Deposit = 1 hour of reserved area / Total amount due one week before the event)

Deposits paid by cash or check will be refunded by check 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.

If event/cleanup goes over projected time the additional time will be collected from deposit.

Initials : _____

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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 week 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
5. Unattended children under the age of 18 will not be allowed to tour the museum during the event.
6. No pets inside the museum with exception of service dogs
7. No touching paintings, displays, historical items or exhibits in reserved areas
8. No attaching decorations to walls, doors or stage
8. **Lessee is liable for any damage sustained during event. Cameras are located in the reserved areas and recording at all times.**

Signed: _____ Date: ____/____/____

Payment:

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

Payment Method:

- ☐ Cash
- ☐ Check
- ☐ Card
- ☐ Paid Online

Received by _____

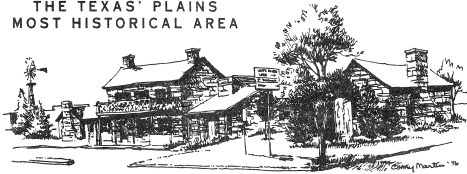
Remaining Balance Received on: ____/____/____ for the amount of: \$_____

Payment Method:

- ☐ Cash
- ☐ Check
- ☐ Card
- ☐ Paid Online

Received by _____

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MOST HISTORICAL AREA



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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!