Superstition Mountain Historical Society Inc.

4087 E. Apache Trail, Apache Junction, AZ 85119

Property Rental Agreement

Name (s): _____

Address: _____ City _____ State: _____ Zip: _____

Phone: _____ Alt Phone: _____ Email: _____

Event Date: _____ Setup Start Time: _____ Teardown Finish Time: _____ Hours: _____

Event Type: Wedding ___ Memorial Service ___ Photo Shoot ___ Video/Movie ___ Burial ___ Other ___

Event Name: _____ Approx. # Attendees: _____

Comment: _____

Special Requirements: _____

Venue(s) for Event: Chapel: _____ Amphitheater: _____ Barn: _____ Repository: _____ All Grounds: _____

Venue Rental Fees	Chapel	Amphitheater	Both
Per Hour 7 AM – 4 PM	$350	$300	$650
Per Hour 4 PM -8 PM	$450	$400	$850
Delivery and Pick-up of Renter Supplied Materials Outside Rental Time Frame (If Available):			$200

Chairs Qty _____ $3.00 ea. Tables Qty _____ $3.00 ea.

Total Price: _____ Amount Paid:_____ Date: _____ Date Balance Due: _____ Date: _____

*The Barn is not available for parties but can be used for Photo and video shoots upon request.

Use of the Burial Repository is by donation. Please give what you can. If there is to be a Memorial Service in the chapel or amphitheater, that portion is considered a property rental subject to the fee structure above. If you wish a memorial brick to be placed near the repository in remembrance of your loved one, please let us know. The cost is $50.00.

When Ready: After completing this form, please read the **"Property Rental Terms"** on the back side, sign, and date. Send or deliver the form to **Property Rental Manager, SMHS, 4087 E Apache Trail, Apache Junction, AZ 85119** or email to smhs.property@gmail.com. A quotation for your reservation and invoice for the deposit will be emailed to the email address provided on this form. Payment receipts will also be emailed.

Payment may be made on-line from the emailed invoice or by check made payable to the Superstition Mountain Museum with invoice number as the memo. If you provide credit card information verbally or in writing, it will be destroyed after authorized use.

Venue Preparation

Chapel

Remove Elvis Yes __ No ___
Draw shades Yes ___ No ___
Arch: Standard ___ New ___ None ___
Other: Explain in "Special Requirements" above.

Grounds

Set Up Chairs: Qty _____ Location _____
Set up Tables: Qty _____ Location _____
PA System: Wired ___ Wireless ___ Music _____
Amphitheater String Lights: Yes _____ No _____
Other: Explain in "Special Requirements" above.

EMAIL FOR QUESTIONS AND SUBMITTAL: SMHS.PROPERTY@GMAIL.COM

Property Rental Terms

Reservation Time. Your reservation must include adequate time for all related activities including photos and the setup and breakdown time.

Reservation Payment. A $200 nonrefundable deposit is required to secure event date and time. Payment in full is required 30 days prior to your event.

Payment for Excess Time. You will receive an invoice following your event for any additional time required by your event (early arrival or late departure). The invoice will be based on the hourly rates of your reservation in half hour increments.

Venue Access. You may not have private access to your reserved venue for event setup or photos prior to your reserved "Setup Start Time" and you must be finished with tear down and photos and out of your reserved venue prior to your reserved "Teardown Finish Time". Please allow time for all of the activities related to your event within your reservation time frame.

Reservation Changes. Requests for changes to your reservation date or time will only be granted if there are no conflicting museum activities.

Cancelation. If you wish to cancel your event more than 30 days prior to its scheduled date, your $200.00 deposit will be forfeited but any additional fees that you may have prepaid, will be refunded within 30 days.

Simultaneous Events. It is possible that multiple events may occur simultaneously on the museum grounds. Your reservation guarantees private access only to the venue reserved.

Alcohol. The Superstition Mountain Museum does not allow alcohol use while on its grounds except during events when a fully licensed and insured bartender is present.

Smoking. The Superstition Mountain Museum has a no smoking policy on its grounds. If smoking is desired, a safe and remote smoking area can be accommodated. Absolutely no smoking materials are permitted in or around the chapel, barn, or other flammable areas.

Vehicles. Parking of vehicles is only allowed in the area designated for your event. If setup and teardown vehicles need to access other areas near your venue, they must be directed by a person designated by the Museum..

Noise. The museum property is subject to Pinal County residential noise ordinances. Events must not violate the sound levels as prescribed in those regulations. Sound levels will be monitored.

Dust. Dust is a major concern. We ask visitors and renters to please avoid creating dust while in the parking lots.

Force Majeure. If your event must be postponed due to weather or other "force majeure", we will do what we can to reschedule and there will be no additional cost. If the event cannot be rescheduled, SMM will refund the fees paid less deposit.

I have read the Rental Agreement in its entirety and agree to abide by all of its terms including "Payment for Excess Time".

Customer Signature _____ Date _____

SMHS Signature _____ Date _____