



Facility Rentals at the Palouse Discovery Science Center

Looking for a fun and unique space to hold your next event? From company parties and fundraisers to family reunions, the Palouse Discovery Science Center provides an 11,200 square foot facility to meet your event needs!

Facility rental includes open access to all exhibits and activities currently on display at the science center as well as space for setting up food and drinks. The facility rental includes use of the PDSC for 2 hours, plus 1 ½ hours for set up and clean up.

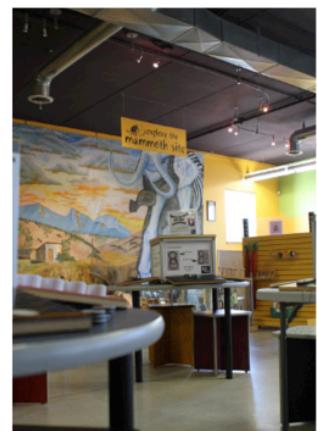
Costs for renting our facility are as follows:

- ❖ \$650 minimum for up to 125 people, \$4 for each additional person
- ❖ A charge of \$125 for each additional hour

An advanced reservation fee of \$150 is required at least 3 weeks prior to the event to formally reserve the PDSC Facility. The reservation fee shall be refunded contingent upon post-event inspection.

A Facility Rental Request form and a copy of the Contract for Facility Use must be completed and returned to the PDSC for approval at least 3 weeks prior to the event.

Facility Event Rentals must take place during non-business hours. For Facility Rental during business hours and other booking information, please call (509) 332-6869





Facility Rental Request Form

Today's Date _____

Name of Group _____

Name of Event _____

Date of Event _____ **Time of Event** _____

Purpose of Event _____

Contact Person _____

Phone _____ **Email** _____

Number of people expected to attend: # of Adults _____ # of Children _____

Facility Fee:

2 hour event time and up to 125 people (\$650 minimum): _____

Additional charge for each person over 125 (\$4.00/person): _____

Additional charge for time exceeding 2 hours (\$125/additional hour): _____

Total Facility Fee: _____

Reservation Fee: **\$150**

Amount Enclosed: _____

Payment method (circle): Visa Mastercard Check

Comments _____

*****For Official Use Only*****

Approved By _____ Date Approved _____

Deposit Paid _____ Date Paid _____ Check # _____

Balance Paid _____ Date Paid _____ Check # _____

Contract for Facility Use

1. "Agreement" as used below means the Contract for Facility Use Form and these use terms. The PDSC refers to the Palouse Discovery Science Center.
2. Patron may enter and use the designated Facility Rental Space of the PDSC as subject to the terms of this Agreement. PDSC may change the Facility Rental Space at any point should the number of attendees decrease, increase, or PDSC deems it necessary. PDSC may cancel the event at any time for breach of this Agreement or violations of law.
3. Patron agrees to have attendees remain within the designated Facility Rental Space, and to vacate the Facility Rental Space at the scheduled time. Patron also agrees to reimburse PDSC for any overtime wages, expenses or damages incurred by the PDSC due to Patron's failure to comply with this Agreement.
4. Upon request, Patron shall provide a Certificate of Insurance to PDSC showing Patron has reasonable insurance coverage and that Patron has added PDSC as an additional insured. PDSC, at its discretion, may require Patron to obtain additional insurance and/or increased minimum coverage/limits.
5. PDSC is not obligated to reserve Facility Rental Space for Patron until PDSC receives Patron's Reservation Fee. The reservation fee of \$150.00 is required two weeks prior to the event but it is recommended that it be deposited as soon as possible in order to hold the date. In the event Patron cancels the event, the Reservation Fee may be applied toward future events(s) if the event occurs within one year of cancellation. The Reservation Fee is non-refundable unless the Facility Rental Space is re-booked before the function date, and the parties agree that PDSC may retain the Reservation Fee as liquidated damages for the loss of use fees, and in addition, Patron shall pay all consequential damages, fees or expenses incurred by the PDSC. The full amount for the rental must be paid one week prior to the event and in the event of a change, may be used toward a rescheduled date or may be refunded due to a cancellation.
6. PDSC will conduct a post-event inspection. If Patron, its agents or employees or any event attendees have failed to leave the rented facility space in clean and orderly condition; have damaged the facility space, exhibits, or other PDSC property; and/or if any PDSC property is missing, PDSC will deduct the cost of the cleanup, repairs, and/or replacement of PDSC property from the Reservation Fee and will provide Patron with an itemized list of the damages and costs, together with the balance, if the above exceeds the amount of the Reservation Fee, Patron shall pay the additional costs to the PDSC upon demand.
7. Patron shall indemnify and hold harmless PDSC and its agents and employees from and against all liability, loss, damage, cost or expenses (including reasonable

attorney fees and court costs and amounts paid in settlement and judgment) arising from any acts, incident or accident occurring in, upon or about the Facility Rental Space as a result of errors, omissions or misconduct of Patron, its agents or employees of event attendees, or arising in connection with operations, use or occupancy of the Facility Rental Space by Patron, its agents or employees or event attendees including without limitation any liability, loss, damage, cost or expenses resulting from the death of any person, or any accident, injury, loss or damage caused to any person or property in or about the Facility Rental Space. Patron further agrees to waive all claims against the PDSC and its agents and employees on account of any loss, damage or injury from whatever cause that may occur to it or its property in connection with the use of occupancy of the Facility Rental Space, except that portion of any loss, damage or injury arising directly from the PDSC's gross negligence or willful misconduct. The indemnity and waiver provided in this section are part of the executed. Patron assumes full responsibility for the acts and conduct of all event participants and attendees and all personal property brought to or used at the event.

8. Patron's event is not sponsored by PDSC and Patron shall not represent, advertise, or allow others to represent or advertise that PDSC is sponsoring its event. This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and any modification hereof must be in writing signed by both parties. Patron may not assign this agreement without the prior written consent of PDSC. Neither party shall be liable for failure to perform or delay in performance of any obligation under this Agreement (except payment of amounts already due and owing) where such failure or delay results from any natural disaster, sabotage, military operation, national emergency, civil commotion, labor disturbance, utility or computer failure, or any other cause beyond any party's reasonable control.

I hereby agree to the above Contract for Facility Use Agreement,

Patron _____ Date _____

Patron's Signature X _____

PDSC Representative _____ Date _____

PDSC Representative Signature X _____