

ESSE Purse Museum & Store – Rental Agreement

1510 Main Street

Little Rock, AR 72202

(501) 916-9022

www.essepursemuseum.com

Thank you for choosing ESSE for your event! We're thrilled to be your host and we want you to enjoy your time with us. We do have a few ground rules for using the space, however, so to make sure we're all on the same page please initial in agreement beside each point.

- Rent is \$100/hour during regular business hours (11-4pm Tues-Sat and 11-3pm on Sundays) or \$150/hour after hours (After hours rental periods cannot exceed 9 p.m.) _____
- Please include time to set up and break down your event in your rental period. _____
- Rental includes admission to the exhibits, use of kitchenette (not dishware) and conference room, tables and chairs in the space, and coordinating assistance of ESSE staff. _____
- A non-refundable deposit equal to 1 rental hour (\$100 or \$150 for after hours) is required in order to book your date. The deposit will be applied to your final balance. _____
- For every increment overstayed for afterhours events, you're subject to a charge double the regular rate. _____
- ESSE staff is not responsible for setup, breakdown, and/or clean up of your event. The renting party is responsible for returning facilities to pre-event state (this includes moving tables, taking out trash, cleaning floors...etc., if necessary). A \$100 cleaning fee will be applied if these needs are unmet at the end of the rental period. _____

Name of event: _____

Date of event: _____ Rental period: _____

Contact name: _____ Contact phone: _____

Contact email: _____

Credit Card number: _____

Credit Card expiration date: _____ Security number: _____

Billing address: _____

Signature: _____ Date: _____

ESSE staff: _____ Date: _____