

**Martha's Vineyard Museum
Edgartown Property
Booking Information & Application**

59 School Street, Edgartown

The one-day fee for use of the Museum's Edgartown campus lawn is \$2,000. The non-profit rate is \$1,000. There is no additional charge for tents that must go up a day/few days in advance and come down a day/few days after the event.

There is a \$500 security deposit required to book the property. A deposit of 50% is due within ten days notification of approval of application (along with membership fee if not already a member).

The balance of fee and security deposit is due within 30 days of the event.

All payments must be made by treasurer's bank check, credit card, or cash. Checks should be made payable to the Martha's Vineyard Museum.

You are required to submit a copy of a certificate of liability insurance and a copy of a one-day liquor license at least 30 days prior to the event. More information is available at www.mvmuseum.org/propertyrentals.php.

**Application for use of the Martha's Vineyard Museum
Edgartown Campus Property**

Organization or Authorized Applicant Name: _____

Date: _____ Corporation or Non-profit # (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Date Requested: _____ Time of Event: from _____ to _____

Approximate Number of People Attending: _____

Person responsible on site on day of event: _____

Cell phone: _____

Please describe your event and include the names of all vendors being used including tents/rentals, catering, bathrooms, musicians, parking, etc.: _____

(next page)

By signing this application, the applicant agrees, on behalf of him/herself and the organization or individual applicant named above (together the "applicant"), that the applicant assumes full responsibility for the conduct of the event for which this application is submitted (the "event"). The applicant agrees to indemnify and hold harmless the Martha's Vineyard Museum, and its employees and agents, from and against any and all claims, demands, suits, actions, liabilities, damages, judgments, and costs and expenses including, without limitation, the costs and expenses of litigation, of or by anyone for property damage or bodily injuries to or death of anyone that in any way is caused by or arises out of the event, or out of the actions or omissions of any of the applicant's employees or agents or any person attending the event.

I have read and agree to abide by the above regulations for use of the grounds.

Signature: _____ ***Date:*** _____

***Please submit completed application to: Martha's Vineyard Museum
Attn: Katy Fuller, P.O. Box 1310, Edgartown, MA 02539 or e-mail to
kfuller@mvmuseum.org.***

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Martha's Vineyard Museum Use ONLY:

Application: Approved Not Approved (Circle one)

Charged Fee: _____ Security Deposit: _____

For-Profit Not for Profit (Circle one)

Payments:

\$500 Security Deposit: _____ Received On: _____

Deposit Amount: _____ Due By: _____ Received On: _____

Balance Amount: _____ Due By: _____ Received On: _____

Cert. of Insur. Received Date: _____ Liquor License Received Date: _____

Security Deposit Refund Date: _____ Amount: _____