

# Machado School Event Contract and Contract Provisions

Further information can be had at our web site:

<http://www.machadoschool.org>

or send email to:

[info@machadoschool.org](mailto:info@machadoschool.org)

- I. *Reservations* Rental fees are \$400 for weekend use (Saturday-Sunday). Weekday (Monday-Friday) use fees are \$200. Non-profit and community group discounts are available for certain days. A signed contract, 50% of the rental fee and a \$400 deposit are required to secure a calendar date. Mail the filled out last page of this agreement with your fee to the address at the bottom of that page.
- II. *Insurance* Events require a Certificate of Insurance payable to the “Morgan Hill Unified School District” which may be obtained through your insurance provider or other insurance carriers. This should be mailed with the initial reservation.
- III. *Payment Schedule* After the initial reservation the balance of the rental fee is due 15 days prior to the event date
- IV. *Cancellations* If lessee needs to cancel the event, fees will be returned in full if cancellation is at least 30 days before the event. If you cancel within 30 days of the event, the \$400 deposit will be forfeited. The Machado School Heritage Society reserves the right to cancel a contract due to extreme necessity such as acts of nature beyond our control or damage to the facilities.
- V. *Capacity* There is a limit of 75 people maximum for any event due to limited parking.
- VI. *Usage Period* If you rent on the week-end, the school and grounds are for your use on both Saturday and Sunday. If you rent during the week, the school may not be available until after 2pm. All events must be concluded by 9 p.m. Everyone, including musicians and those helping with clean up or catering, must vacate the grounds by 10 p.m.
- VII. *Food Preparation and Clean Up* Client agrees to assume responsibility for food prep and, if applicable, caterers actions. Client and caterer understand that there are neither running water nor food preparation facilities inside the old schoolhouse. No provision can be made for 220-volt electricity. Client and caterer are responsible for thorough clean up of all food prep and serving areas inside and out. We encourage you to use tablecloths to minimize your clean up. Bring your own garbage bags. Clean up includes:
  - Wiping down all tables and removing gum and tape from bottom and sides of tables.
  - **Please bag and remove all trash. There is no garbage pickup at the school site.**
  - Sweeping the floors and mopping as necessary.
  - Removing all decorations and materials used to hold decorations.The deposit will not be returned until after an inspection. Pending the inspection, your deposit will be mailed within 10 days.
- VIII. *BBQ's* Use of a BBQ requires special permission. BBQs must be 20 feet from any buildings. BBQ's must be extinguished before you leave the site.

IX. *Historic Site on School Property*

- Machado School is a County Historical Site. Please have your guests treat it with respect. Do not install anything that will leave a permanent mark or hole nor damage the historic building nor its contents. All items are property of the Machado School Heritage Society (MSHS) and should not be removed from the premises.
- Machado School is located on Morgan Hill Unified School District property. All rules that apply to School District property apply to Machado School.

X. *Noise Levels* Please be aware that sound carries some distance in this quiet rural area. Out of respect to nearby neighbors, sound level at the site will not exceed 75 dB (decibels) when measured at outermost area of the facility. **This means no amplified music.** The Machado School Heritage Society reserves the right to disrupt music if the sound level conditions are not being met. All musicians contracted by lessee(s) must adhere to these rules and regulations set forth by the Machado School Heritage Society.

XI. *Miscellaneous Items*

- Students still attend Machado School during field trips. Please leave the place clean for them.
- Federal law prohibits smoking on school grounds.
- Please leave the restrooms clean.
- Clean up any items your guests may have left (bottle caps, napkins, cups, cigarette butts, etc) either inside or on the school grounds.
- Any clean up required or damage done inside or outside the schoolhouse will be deducted from the \$400 deposit.
- All items used for decoration, i.e. flowers, balloons, favors, etc. must be removed at the end of the event. If these items are not removed, a deduction from the lessee's security/cleaning deposit will be incurred. Since this is an historic site, please do not put nails in the walls for decorating purposes nor use tape that will remove the paint (eg, packing tape). Plastic wall hanging strips (wall hangers) are recommended for decorating. Do not tie anything to the old lamps or lamp wires!
- The Machado School Heritage Society shall not be held liable for any damage or loss caused by an Act of God or other natural phenomenon.
- The Machado School Heritage Society reserves the right to refuse service to anyone.

CONTRACT PROVISIONS

Name of Lessee: (Please Print Clearly) \_\_\_\_\_

Mailing Address: Street Number & Name: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time of Event: From: \_\_\_\_\_ To: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Outdoor BBQ use: \_\_\_\_\_

Facility Rental Fee: \$ \_\_\_\_\_

- 50% deposit due on: \_\_\_\_\_
- Certificate of Insurance
- Deposit \$400
- Balance of Fee: \$ \_\_\_\_\_ = \$ \_\_\_\_\_ Due on: \_\_\_\_\_ (15 days prior to event)

I (WE) THE UNDERSIGNED, HEREBY ACKNOWLEDGE THAT I (WE) HAVE READ, UNDERSTAND AND AGREE TO ALL OF THE TERMS AND PROVISIONS CONTAINED HEREIN; THAT THE SERVICES PROVIDED UNDER THIS AGREEMENT ARE EXPRESSLY LIMITED TO THOSE SET FORTH ABOVE; AND THE CHARGES AND TERMS SET FORTH HEREIN HAVE BEEN DETERMINED ON A FAIR AND REASONABLE BASIS. BOTH A MACHADO SCHOOL HERITAGE SOCIETY REPRESENTATIVE AND THE LESSEE MUST APPROVE ANY ADDITIONAL PROVISIONS IN WRITING.

THE ABOVE TERMS AND CONDITIONS SHALL NOT BE MODIFIED WITHOUT THE PRIOR WRITTEN CONSENT OF A MACHADO SCHOOL HERITAGE SOCIETY REPRESENTATIVE.

**EXCESSIVE NOISE OR FAILRE TO REMOVE ALL GARBAGE WILL RESULT IN FORFEITURE OF THE DEPOSIT.**

Signature of Lessee \_\_\_\_\_ Date \_\_\_\_\_

MSSH Representative \_\_\_\_\_ Date \_\_\_\_\_

Machado School is owned by the Morgan Hill Unified School District who leases the building to the Machado School Heritage Society.  
PLEASE READ, SIGN AND RETURN THIS PAGE WITH PAYMENT & COI TO:

Machado School Heritage Society  
P.O. Box 1113, Morgan Hill, CA 95038