



# Owyhee County Historical Museum Event Application

Congratulations! You have made preliminary arrangements for your special event at the Owyhee County Historical Museum in Murphy. All events include the McKeeth Hall, Outpost Saloon, Catering Kitchen and the use of 100 chairs with tables.

Please complete this application to proceed with your event reservation

## Event Information

Event Name:			
Reservation Number:		Event Date(s):	
Set Up Time:	Start Time:	Cleanup By:	
Reserved times should include setup, event duration and complete clean-up. Museum staff will meet the event organizer at the scheduled start time, open the facility and be on-site for the duration of the event. Main museum will be closed during the event.			
Description of Event:			
Est. Attendance:	<input type="checkbox"/> Seated (100 max occupancy)	<input type="checkbox"/> Standing (100 max occupancy)	<input type="checkbox"/> Both
Private Event (Private events require the museum to close during normal business hours. To compensate, an additional \$1,000 is required.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## Contact Information

Primary Contact Person:		
Address:		
City:	State:	Zip:
Phone:	Email:	
Set Up Coordinator:	Phone:	Email:
Cleanup Coordinator:	Phone:	Email:

## Event Details

Food and Beverage:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Kitchen available to use by an Idaho-licensed caterer with a current Eating and Drinking License issued in the State of Idaho.		
Caterer:	Number:	
Alcohol:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If alcohol (beer, wine, liquor) is being served, the caterer must secure and display an Alcoholic Beverage Catering Permit from the State of Idaho.		
Caterer:	Number	
Sound system and Microphone (This is an additional charge of \$100. Noise outside must be cut off by 10 pm)	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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## Wedding Packages

A \$500 refundable damage/security deposit is due at the time of booking.

Timeless Trails Package – Tier I Package \$2,000

Tier I includes the use of the McKeeth Hall, Outpost Saloon, Catering Kitchen and the use of 100 chairs with tables. Outside grounds are available during the event.

Sagebrush Soiree – Tier II Package \$4,000

Tier II includes the use of the McKeeth Hall, Outpost Saloon, Catering Kitchen and the use of 100 chairs with tables. Tier II also includes 1 (one) vehicle outside for photos and 1 (one) inside building option for photos. Outside grounds are available during the event.

Please select the following Options:

Vehicle Options	Building Options
<input type="checkbox"/> John Deere B Tractor <input type="checkbox"/> John Deere 70 Tractor <input type="checkbox"/> 1915 Model T	<input type="checkbox"/> Stamp Mill <input type="checkbox"/> Depot Ticket Office <input type="checkbox"/> School House <input type="checkbox"/> Log Cabin

Pioneer Elegance – Tier III Package \$6,000

Tier II includes the use of the McKeeth Hall, Outpost Saloon, Catering Kitchen and the use of 100 chairs with tables. Tier II also includes 1 (one) vehicle outside for photos and 1 (one) inside building option for photos. Outside grounds are available during the event.

Please select the following Options:

Vehicle Options	Building Options
<input type="checkbox"/> John Deere B Tractor <input type="checkbox"/> John Deere 70 Tractor <input type="checkbox"/> 1915 Model T	<input type="checkbox"/> Stamp Mill <input type="checkbox"/> Depot Ticket Office <input type="checkbox"/> School House <input type="checkbox"/> Log Cabin



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## Terms of this Application

- I. **FEES:** Fees are to be paid at the time of the application. The date will not be reserved until fees have been paid in full.
- II. **CLUBS AND ORGANIZATIONS:** Certain clubs and organizations will not be charged for the use of the McKeeth Hall Community Center, but will be responsible for damage and cleaning during and after their event. Those clubs and organizations are: The Silver City Fire Search and Rescue, Owyhee County government, The Wilson Sage Hens, and other civic groups per the Directors discretion.
- III. **FUNERALS:** Funerals and after funeral gatherings will have a responsible part of people to take care of damage and cleaning. Donations for such events will be accepted.
- IV. **NO SMOKING:** There is no smoking allowed in the building due to State and Federal regulations.
- V. **LIQUOR:** A county catering permit is needed in order to sell liquor.
- VI. **LIABILITY INSURANCE:** Public events will require certain liability insurance to be in place *twenty days* before the event, with a copy provided for OCHS. Private events will have to be covered by the applicant's private insurance. The Museum is not responsible for your own negligence.
- VII. **GARBAGE:** Garbage from your event **must** be removed and hauled out to the museum's dumpster by the applicant.
- VIII. **DECORATIONS:** No tacks, tape, or other fixatives may be used to apply decorations to the wall or ceilings without written permission.
- IX. **POLICE:** We reserve the right to notify the local authorities to patrol McKeeth Hall during events as needed.
- X. **DAMAGE:** The applicant is responsible for all damage both inside and outside during the event.
- XI. **SOUND:** Sound will be reasonable and prudent and meet the county noise ordinance.
- XII. **Fighting and Disorderly Conduct:** Zero tolerance for disorderly conduct.

***If authorities are contacted, the event will be terminated and the premises vacated. The entire deposit will be forfeit.***

I, \_\_\_\_\_ have read these rules and agree to abide by them, understanding that violations may result in the forfeiture of fees and deposit. Any and all exceptions from this agreement must be in writing and signed by OCHS staff, under permission of the Museum Director.

**By signing this form the applicant agrees to the terms of both sides of this document. Proof of Liability Insurance must be provided before the event is considered on all private parties.**

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approving Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# INSURANCEHELPER.COM – SPECIAL EVENT QUOTE SHEET

Agent Name \_\_\_\_\_

Type of Event \_\_\_\_\_

Please refer to types of event lists either on Connected or sent to all agents via email to be sure event type fits.

- 1) Named Insured (this needs to be the names of the people that have the signed contract with the venue)  
\_\_\_\_\_  
1. Complete mailing address of named insured  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Phone number for Insured \_\_\_\_\_
3. Email address for Insured \_\_\_\_\_
4. Total days of coverage needed. \_\_\_\_\_  
This will/can provide coverage for set up and take down.
5. All Dates of Coverage Needed \_\_\_\_\_
6. Combined Daily Attendance \_\_\_\_\_  
Ex: Day 1 Wedding Rehearsal 20 people + Day 2 Wedding & Reception 200 people = 220 combined daily attendance.
7. In what state is your event? \_\_\_\_\_
8. Are there water activities, amusement devices, inflatables, rides or animals? Yes \_\_\_\_\_ NO \_\_\_\_\_  
If yes, be sure customer understands there is NO coverage for water activities, amusement devices, inflatables, rides or animals.
9. Is there camping, sleeping overnight or events past 2am (remember to include the next day during date selection if the event passes 12am) YES \_\_\_\_\_ NO \_\_\_\_\_
10. Will you or anyone under your direction be operating a golf cart, ATV or UTV? YES \_\_\_\_\_ NO \_\_\_\_\_

11. Will your event or your operation have hot sparklers? YES \_\_\_\_\_ NO \_\_\_\_\_  
What is a hot sparkler? A hot sparkler is ignited with fire and has a slow burning pyrotechnic composition. If you are using cold sparklers – a spark machine that emits a cold-to-the-touch foundation of sparks that are not subject to catching fire, then please mark NO.
12. Will you, the insured, your operations, your products, or your event participation have any involvement with cannabis or cannabis-related products? YES \_\_\_\_\_ NO \_\_\_\_\_
13. Have you or anyone involved in the event had more than one event liability claim/loss or any event liability claim/loss valued over \$10k in past 5 years? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES, COVERAGE IS NOT ELIGIBLE
14. Will your event(s) be a political event, activist event, protest, rally or march?  
IF YES, COVERAGE IS NOT ELIGIBLE
15. What limit is desired (please mark with an X)
- a. 1m/2m \_\_\_\_\_
  - b. 1m/5m \_\_\_\_\_
  - c. 2m/2m \_\_\_\_\_
  - d. 2m/4m \_\_\_\_\_
  - e. 2m/5m \_\_\_\_\_
16. Will there be alcohol at event? YES \_\_\_\_\_ NO \_\_\_\_\_
- a. **If yes**, will Insured be selling the alcohol for a profit? YES \_\_\_\_\_ NO \_\_\_\_\_
    - i. If yes, they need their own separate liquor liability policy.
    - ii. **If no, there is host liquor liability included.**
  - b. **If yes**, will it be provided and served by a licensed caterer or vendor? YES \_\_\_\_\_ NO \_\_\_\_\_
  - c.
17. Medical Limits
- a. \$5k \_\_\_\_\_
  - b. \$10k \_\_\_\_\_
18. Deductible
- a. None \_\_\_\_\_
  - b. 500 \_\_\_\_\_
  - c. 1k \_\_\_\_\_
19. Does any venue need WOS (waiver of subrogation) or PNC (primary wording)? YES \_\_\_\_\_ NO \_\_\_\_\_

**20. IF A WEDDING EVENT**

a. Name of Bride \_\_\_\_\_

b. Name of Groom \_\_\_\_\_

21. Is Hired & Non-Owned Auto coverage needed? YES \_\_\_\_\_ NO \_\_\_\_\_

This is only available for certain events. If it isn't available and you have asked us to quote it, we will advise when sending you that it wasn't available.

**Hired & Non-Owned Auto**

Hired & Non-Owned Auto provides coverage for Bodily Injury and Property Damage done by one automobile hired by the applicant or operating on the applicant's behalf at the event. This is not personal or commercial automobile coverage for automobiles owned by the applicant.

Example - You hire a rental company to deliver your chairs and the driver drives through the flower beds crashing into a statue at your venue. The rental company's car insurance would be primarily responsible. But, if the damage exceeds their insurance limits, your Hired & Non-Owned Auto would kick in. It would not, however, cover any damage done to the vehicle.

22. Venue/Location name and address (can list more than one) **All will be listed as additional insured's** – we cannot remove them as AI so if they do not want to be AI, we will have to find a different carrier/program.

Must provide physical address of event and then if they have PO Box for mailing, you can provide that as well.

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**\*Please note that some events may have additional questions that are specific to that event so your Brokerage UW may come back and ask some additional questions.**

**\*DISCLAIMER: Pricing on the quote you will receive is only verified for 7 days. That is to protect against rate/tax changes, but more often than not, the pricing provided will remain the same.**