# Edward-Dean Museum & Gardens

A Division of the Riverside County Office of Economic Development

Event Application

**Today's Date:**_____ **Contract Number:**_____

**Event Date:**_____ **Event Start Time:**_____

Location of **Ceremony:** Upper Gazebo ☐ Legacy Garden ☐
Location of **Reception:** Kay Building ☐ Gazebo Lawn ☐ Pavilion ☐

**Estimated Attendance:**_____ **Type of Event:**_____

Bride's Name:_____ Groom's Name:_____

Email:_____ Email:_____

Address:_____ Address:_____

City:_____ Zip:_____ City:_____ Zip: _____

Cell Phone:_____ Cell Phone:_____

Contact Person:_____ Email:_____
(Mother of the Bride/Groom)

Cell phone:_____

**Basic Fees & Hours:** *Holiday, Weekday & Sunday Hours (8am-8pm) Friday & Saturday Hours 9am-11pm)*

Venue Rental Fee: $8,500 ☐ **Holiday Rate** $7,500 ☐ **Saturday Rate** $7,000 ☐ **Sunday Rate** $6,500 ☐ **Weekday/Friday**

Optional Rentals:

☐ Black chairs in Kay Building- $1.50/chair Quantity:_____
☐ Cocktail Tables - $15/Table Quantity:_____
☐ Cocktail w/ cover & lights - $35/Table Quantity:_____
Quantity:_____

**Will Alcohol Be Served?** Y ☐ N ☐
(Must utilize Haus Bistro)
**Will Food Be Served?** Y ☐ N ☐
***Haus Bistro*** *is the on-site caterer for the venue MUST USE*

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- **A $2000 non-refundable deposit and signed agreement is required to book a date. This deposit is included in your venue rental fee**
- **General Liability Insurance is required in the amount of $1,000,000, naming the following as additionally insured: Edward-Dean Museum and Westcoast Hofbrau LLC (if alcohol is served**

_____ _____
**Applicant's Signature** **Date**

9401 Oak Glen Road, Cherry Valley, CA 92223
951.845.2626 Phone ** www.edward-deanmuseum.org