



THE UNIVERSITY OF ALABAMA®

## *Grand Gallery Rental Request Form*

### INSTRUCTIONS

1. Print clearly to complete Grand Gallery Rental Request Form
2. FAX, EMAIL, or MAIL completed form to Valerie Duncan, Fax: 205.348.9292 | email: vduncan@ua.edu

Date of Event \_\_\_\_\_ Event \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Billing Address \_\_\_\_\_

Actual Event Time \_\_\_\_\_ to \_\_\_\_\_ Set-up Time (4:00pm or after) \_\_\_\_\_

Event Type  Reception  Dinner  Other \_\_\_\_\_

Approximate number attending \_\_\_\_\_

Completion of this request form does not imply approval from the Alabama Museum of Natural History. Each request will be evaluated, and the status of request will be made available to the client as soon as reasonably possible.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Date

Alabama Museum of Natural History Events Coordinator

Alabama Museum of Natural History  
The University of Alabama  
Box 870340, Tuscaloosa, AL 35487-0340  
Phone: 205.348.2542 | Fax: 205.348.9292



THE UNIVERSITY OF ALABAMA®

## *Grand Gallery Rental Guidelines*

The Grand Gallery (2<sup>nd</sup> floor) of the Alabama Museum of Natural History (hereinafter referred to as “Museum”) may be rented for private receptions and dinners. The conduct of these events should comply with the policies of The University of Alabama and The University of Alabama Museums. The event will be scheduled at the discretion of Museum personnel, to retain integrity of the museum. Setup may not begin until 4:00 p.m. and the entire event must not last beyond 12:00 midnight. Public access of the Museum cannot be restricted and must be maintained during normal hours of operations, Monday through Saturday 10:00 a.m.-4:30 p.m. The Alabama Museum of Natural History is closed on Sunday and University of Alabama holidays. For availability contact Valerie Duncan, (205) 348-2542, or email [vduncan@ua.edu](mailto:vduncan@ua.edu).

YOUR DATE AND TIME WILL NOT BE RESERVED UNTIL A SIGNED COPY OF THE RENTAL GUIDELINES AND AGREEMENT AND THE DEPOSITS ARE RECEIVED BY THE UNIVERSITY OF ALABAMA MUSEUMS.

### **RENTAL FEES and PAYMENT**

- ~ Rental fee is \$1,500.00 for six (6) hours. The six (6) hour time schedule begins at the start of set-up. Deliveries, set up, clean up, and the entire event must be completed within the contracted six (6) hours.
- ~ A fee of \$100.00 per hour will be charged after the contracted six hours.
- ~ A \$100.00 nonrefundable deposit must be returned with the signed guidelines and agreement to insure the reservation. The \$100.00 deposit applies toward the rental fee.
- ~ A separate \$500.00 failure to comply deposit must accompany the signed guidelines and agreement in the form of a debit or credit card number. This will be refunded after the event if the guidelines are followed.
- ~ Items available for use at no extra cost:
  - 15 – 60-inch round tables                      6 – 8ft. rectangular tables
  - 4 – 48-inch round tables                      120 white folding, plastic chairs
  - 8 – 30-inch round bar tables
- ~ The total amount for rental of the Grand Gallery and rental fee of any additional items must be paid five (5) business days prior to the event. The fee for additional hours and any other cost incurred will be invoiced the following business day after the event.

### **CANCELLATIONS**

Cancellation by the Renter: Cancellations must be made in writing 14 days prior to the event, otherwise, the base fee will be charged.

Cancellation by the Museum: The Museum reserves the right to cancel a reservation if it conflicts in any way with the policy of the Alabama Museum of Natural History or The University of Alabama. In this case, the deposits will be refunded.

### **RESPONSIBILITIES**

The following have been set up to ensure that your event runs smoothly, and the museum and its exhibits are maintained appropriately.

#### **Physical Arrangements/Setup and Clean up:**

- ~Arrangements for set up and clean-up of any food and drink, chairs, tables, table covers, utensils, glassware, displays, decorations, entertainment, extension cords, audio-visual equipment, etc., are the sole responsibility of the renter.
- ~**It is the responsibility of the renter to provide adequate personnel to help set-up before the event and clean up after the event.**
- ~Deliveries and pick-ups must be made through the loading ramp in the back of the building.
- ~All areas must be left how it was found. All garbage must be removed from the museum and taken to the dumpster on the south end (handicap entrance) of the building.
- ~Garbage cans, large garbage bags and mop and water bucket will be supplied. Floors must be free of debris and/or spills.
- ~Failure to comply deposit will be forfeited if the museum is not left in the condition it was found.

\_\_\_\_\_ (renter's initials)

**Decorations:**

- ~Decorations for an event may not be stapled, tacked, taped, wired or otherwise attached to museum property. Ribbon, string or pipe cleaners may be used to attach decorations.
- ~Live plants and flowers must be removed immediately after the event.
- ~Balloons or confetti may not be used anywhere inside the building.
- ~Tables and chairs, decorations, etc. must be taken down immediately after the event and stacked neatly in Rm. 203.
- ~Nothing from the event is to remain in the Grand Gallery.
- ~All clean up and removal of decorations, displays, etc. from the building, must take place immediately after the event and is the sole responsibility of the renter.

\_\_\_\_\_ (renter's initials)

**RESTRICTIONS**

**Occupancy Limits:** Occupancy of the event must not exceed fire regulations. The Grand Gallery can accommodate 120 people for a seated dinner and 250 people for a standing reception.

**Catering:** Caterers must make an on-site inspection prior to the event. No cooking is allowed on site. Kitchen facilities are for preparation only.

**Alcohol:** Use, sale, service, or consumption of alcoholic beverages on site must be approved by the Museum prior to the event and must comply with all federal, state and local laws and regulations. The Museum does not assume any responsibility or liability for ensuring that you follow applicable laws and regulations regarding alcohol.

\_\_\_\_\_ (renter's initials)

**Security:** Depending on the type of event, the Museum may require the renter to have security, at the renter's expense. The presence of UAPD officers or other security may be required for the security of the guests and protection of UA property. The Museum Event Coordinator must schedule this security through UAPD.

**Electrical Equipment:** Because of the age of the building and for the safety of the guests, we are very limited on the use of electrical equipment, such as extension cords, audio-visual equipment, amplifiers, etc. All electrical equipment must be pre-approved.

**Candles:** No candles or open flames are allowed anywhere in the building. Chafing dishes with sternos are acceptable.

\_\_\_\_\_ (renter's initials)

**Museum Exhibits:** Exhibits change periodically, the Museum cannot guarantee that the rented space as listed in the guidelines will have the same appearance as when originally viewed. Removal or rearrangement of museum exhibits, exhibit cases, fixtures, benches, etc., is not allowed. Nothing is to be placed/displayed on top of the glass exhibit cases.

\_\_\_\_\_ (renter's initials)

**Storage:** The University of Alabama and the Alabama Museum of Natural History are not responsible for the protection or storage of items brought into the building before, during, or after an event.

**Smoking:** The Alabama Museum of Natural History is a non-smoking facility.

**STAFF REPRESENTATIVE**

A museum staff representative will be on-site before, during, and after the event to answer questions, but is not available to assist with set up or clean up. The renter shall designate a representative to act as a liaison with the Museum staff for the planning and setup, and to remain in the museum during the event until the completion of clean up.

**DAMAGE OR INJURY/INDEMNIFICATION**

Renter agrees that the Alabama Museum of Natural History shall not be responsible for any loss or damage to renter's property or injury to persons due to the negligent or intentional acts of renter, of renter's employees or agents, or of persons attending renter's function. Renter agrees, as its sole cost, to indemnify and hold harmless the Board of Trustees of The University of Alabama and its officers, employees, and agents from any and all claims by or on behalf of any persons or firm arising out of, in connection with, or attributable to renter's use and possession of the Alabama Museum of Natural History premises, including, but without limitation, any and all claims for injury or death to persons or damage to property. Renter also agrees to save harmless the Board of Trustees of The University of Alabama, The University of Alabama, and the Alabama Museum of Natural History from all costs, expenses, attorney's fees, and liabilities incurred in connection with any action or proceeding brought in connection with any such claim.

Renter agrees that it is fully responsible for any damage to the Alabama Museum of Natural History facilities or loss or damage to the Alabama Museum of Natural History property or equipment, and in the event of any such damage or loss renter agrees to pay to the Alabama Museum of Natural History upon demand the amount of repairing such damage or replacing the lost or unrepairable equipment or property.

I have read the attached rental guidelines set forth by the Alabama Museum of Natural History and it is understood that all guidelines will be strictly enforced. I, the USER, all guests at the event, and anyone associated with the event am willing to comply with these guidelines.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter's Printed Signature



**THE UNIVERSITY OF ALABAMA®**