



MUSEUM *of*  
VISUAL  
MATERIALS

## Rental Contract Addendum

Venue capacity	232 seated guests, 300 unseated
Days for rent	Thursday - Sunday
Rentable hours	8:00 am - Midnight

### Additional Rental Information

#### Payment

Museum rental reservations will not be made until the renter has paid a **nonrefundable deposit** of 50% of the room rental fee and returned a signed contract. The 50% deposit will hold the date. The deposit is not refundable upon cancellation of the event.

After reserving the venue, 100% of the rental fee is due 60 days before the event. If any items are selected in addition to the room rental (e.g. kegs, day before decorating, etc.), payment for those items will be due the week of the event. **Failure to pay the entirety of the rental fee prior to the event will result in a cancellation of the rental.**

Payment can be made through cash, card, check, or on the Museum's website.

#### Rental Requirements

Rental hours begin at 8:00 am and all events must be completed and out of the building by midnight. The rental hours include time for other vendors associated with your event to enter the building. The renter is responsible for communicating with vendors/rental companies that they are only able to access the Museum during rental hours unless previous arrangements are made.

Final room layout and guest count must be agreed upon no less than 30 days prior to your event. If the space will be used for both a ceremony and a reception, the renter is responsible for rearranging chairs and tables and transitioning from ceremony to reception. The Venue Manager will oversee and provide a pre-approved floor plan.

#### Catering

Meals during events must be provided by a licensed caterer. The caterer must provide their operating license to the Museum Event Manager by the week of the event. No crockpots are allowed due to electrical circuit overload.

Any food or dessert not provided by a licensed caterer must be approved by the Museum Director. The Museum is not liable for any food or dessert not provided by a non-licensed caterer or other individual.

Some nonalcoholic beverages may be brought in for events, subject to approval by the Museum Director. These include punch, lemonade, iced tea, and coffee.

### Cleaning

At the end of the night, it is the renter's responsibility to take all items they brought in with them, including boxes, storage containers, centerpieces, and colored linens. If items are left behind and you do not contact us within one week of the event, we will consider the items abandoned property and will donate or dispose of them. The caterer is responsible for bussing tables of food and taking all food and garbage with them. Museum staff is not responsible for bussing tables or clearing items not provided by the Museum. If the caterer does not provide this service, it becomes the renter's responsibility.

Cleanup or disposal fees may be added to a final invoice if items are not properly removed from the Museum premises. The renter is responsible for making sure outside vendors are aware of cleanup requirements and their noncompliance will be charged to the renter.

### Insurance

All renters must provide proof of liability insurance (\$500,000 minimum) to the Events Manager ten (10) days before the event. Liability insurance needs to be in the form of a one-day event policy covering the day of the event. The policy must list the Museum as an "additional insured" entity.

Renters who fail to provide proof of liability insurance will be charged \$300 and Museum staff will provide the liability coverage through the Museum's insurance provider under the name of the renter. The Museum has the right to bill the renter for theft, damage, or any destruction of property.

Any renter employing an agent that will be providing goods and services on the premises, such as catering or entertainment, must have the agent provide a copy of the agent's proof of liability insurance prior to the agent's setup on the Museum's premises.

## **Restrictions**

No changes or alterations to the building, its accessories, or its fixtures may be made. Only Museum staff are allowed in the basement and behind the bar. Caterers may use the large utility sink in the back linen room.

Absolutely no confetti, popcorn, fireworks (including sparklers), rice, sand, birdseed, Silly String, glitter, tape, glue, nails, pins, spray paint, spray of any kind, Play Doh, animals (including fish), may be brought into the Museum or be found on its grounds. Museum staff reserve the right to confiscate any of the above listed materials. Open flame candles are not permitted in the Museum. All candles must be surrounded by a glass receptacle at least two (2) inches over the flame. Renters are responsible for their guests' abidance to this policy.

Disposable dishware is allowed by recyclable or biodegradable materials are preferred. No Styrofoam is allowed in the facility.

No smoking or vaping is allowed on Museum grounds (everywhere inside the black railing and outside of the quartzite rock border in the back). State law prohibits smoking within twenty (20) feet of any building entrance. Museum policy requires all smoking and vaping to be done at smoking posts at the end of each sidewalk. If any renters or their guests are in violation of this policy, the renter will be given one warning and then will be subject to a maximum \$800 fine.

## **Beverage Service**

The Museum has a Malt Beverage and Wine license and is unable to provide hard alcohol beverages. No outside alcohol of any kind is allowed on the premises. All alcohol must be purchased through the Museum. Noncompliance will result in disposal of the outside alcohol and a warning to the guest and/or renter. If there is continued noncompliance, the Museum will impose a \$150 fee per incident.

The bartenders require proper identification to verify legal drinking age and hold the right to deny services if proper ID cannot be produced. The bartenders may also refuse service to persons seeming intoxicated.

**The beverage service requires a minimum of \$500.00 in sales.** If the event does not reach \$500.00 in sales, the renter will be responsible for the difference. This amount will be billed within a week of the event. The beverage service will include a standard variety of beer, seltzers, wine, and soda. Events may select a cash bar or a partially or fully open bar. Special alcohol orders must be approved by the Museum Director. All alcohol orders are dependent on availability from distributors. Up to two (2) beer kegs can be ordered. Renters ordering wine not ordinarily offered by the Museum must agree to purchase any remaining bottles at the end of the event. Open bars and keg rentals will include an automatic 20% prepaid gratuity.

If a renter does not want use of the beverage services during their rental, a \$1,000 fee will be imposed. If the renter would like instead to use an outside bar service, an additional \$1,000 fee will be imposed. the Museum is not responsible for coordinating outside bar service. All outside bar service providers must have proper licensing to provide alcohol during the event on the Museum's premises.

## **Cancellations**

The rental agreement may be cancelled only by written notice to the Museum Director. Cancellation must occur 60 days prior to original event date in writing, if not the renter will be responsible for the remaining rental amount. Remaining rental fee will need to be collected 60 days prior to the event or your date will be forfeited. Any money paid toward rental will not be refunded.

The Museum does not allow postponements or rescheduling once the deposit has been made. A postponement or reschedule will cancel the current contract and the renter will forfeit the 50% security deposit.

Rescheduling and postponement may be allowed **only if** one of the following unforeseeable or uncontrollable circumstances occurs: a) local significant weather event resulting in significant road and business closures and/or a declaration of state emergency; b) flood, fire, explosion or other event making the venue unusable; c) accidents causing serious injury to renters preventing them from

continuing with event; d) other acts of God, law, order, ruling, regulation, pandemic, or other similar legitimate condition. If these circumstances occur, the Museum will work with the renter to determine an acceptable alternative date for the event. If the event cannot be rescheduled or postponed after circumstances fitting the above, any prepayments will be refunded.