



## FACILITY RENTAL AGREEMENT

This agreement is between the National Civil War Naval Museum, hereinafter referred to as MUSEUM, and RENTER, as indicated by the name of the organization listed below.

Name of Organization: \_\_\_\_\_

Person Authorized to Sign for the Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

Name of Event: \_\_\_\_\_

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

Anticipated Attendance: \_\_\_\_\_

Time Event is to Begin: \_\_\_\_\_ Time Event is to End: \_\_\_\_\_

Time Set-up to Begin: \_\_\_\_\_ Time Clean-up will be Complete: \_\_\_\_\_

**RENTER agrees to abide by the policies and conditions outlined in this contract.**

RENTER agrees to designate one person as HOST to be responsible for all aspects of event planning, preparation, and event supervision. The HOST must be present during the entire event to ensure that this agreement and all its policies are followed by guests and service providers, and to see that the Museum is cleaned up after the event.

If the HOST is different from the Authorized Contact Person listed above, please include the name and contact information of the person in charge of the event:

Host: \_\_\_\_\_

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

Rental Fee: \_\_\_\_\_

-based on gallery & hours (see next page)

(plus) Damage Deposit: \$200

-refundable unless damage occurs; paid at signing

Additional Charges: \_\_\_\_\_

-see next page

Additional Charges: \_\_\_\_\_

-see next page

Additional Charges: \_\_\_\_\_

-see next page

**Total Rental Fee:** \_\_\_\_\_

(minus) 25% deposit: \_\_\_\_\_

-to be paid upon signing this contract

Balance: \_\_\_\_\_

-due 30 days prior to event \_\_\_\_\_

## RENTAL FEES

### Event Spaces

|                  |  |                                   |
|------------------|--|-----------------------------------|
| OVERLOOK Gallery | \$125 per hour / min. 3 hours<br>Seats a maximum of 50 people  | \$375 <i>Minimum Rental Fee</i>   |
| CENTER Gallery   | \$175 per hour / min. 3 hours<br>Seats a maximum of 64 people  | \$525 <i>Minimum Rental Fee</i>   |
| MAIN Gallery     | \$250 per hour / min. 4 hours<br>Seats a maximum of 120 people | \$1,000 <i>Minimum Rental Fee</i> |

### Miscellaneous Rates (Additional)

|             |       |                    |       |
|-------------|-------|--------------------|-------|
| Podium      | \$25  | Sound System       | \$75  |
| Power Cords | \$10  | Projector / Screen | \$150 |
| Cannon      | \$250 |                    |       |

- Rental Fee includes the use of MUSEUMS tables and chairs up to the number of paid guests. Museum staff will handle set up and take down. No additional chairs/tables will be available for use after the rental has started without additional payment.
- MUSEUM does not provide linens.
- Museum staff is not allowed to set up RENTERS rented equipment, including rented tables and chairs.

## CANCELLATION POLICY

If the event is canceled within 30 days prior to scheduled date, 10% of the total rental fee is non-refundable.

## FACILITY RULES & REQUIREMENTS

- ALL rentals require a minimum of 3 hours (Set-up, Event, Clean-up).
- Set-up starts no earlier than 4:30pm; clean-up must be completed by 12:00 am.
- A **\$200 refundable** Damage Deposit is required upon signing the contract. The deposit will be kept should there be **ANY** damage to the museum. Should there be no damage, the check will be returned, by mail, after the event.
- A **\$200** per hour overage fee will be charged if the event / cleanup exceeds the minimum rental time on this agreement. ("per hour" fee includes any part of an hour).
- If more than 50% of the guests are between the ages of 5-20, there will be an additional fee of **\$150**.
- MUSEUM reserves the right to deny facility usage to any group for any reason.

- MUSEUM staff representative at the rental event has the authority to take action, make decisions, and cancellations which are in the best interest of the MUSEUMs safety, security, and image.

**initials/date**

- Public events, fund-raisers, political, for-profit events or otherwise, are not permitted.
- RENTER is NOT allowed to promote the event in any way (radio, TV, newspaper, magazines, public flyers, Facebook/Twitter, online public advertising or by any other means). All rental events are by invitation ONLY.
  - EXCEPTION: Ticket sales are allowed for reunions or not-for-profit events only. However, no ticket sales are allowed the day of the event or at the door.
- No flash photography of any sort inside the building.
- The timeline is closed during all rental events. No food or drink is permitted in this area. NO EXCEPTIONS!
- Chewing gum is not allowed in the museum.
- Park ONLY in designated space in the parking lot – NEVER on the grass or front entrance walk.

#### **SERVICE VENDORS (Caters, Bartenders, etc.)**

- Service vendors must be approved in advance by MUSEUM.
- All service vendors must attend the set-up meeting 2 weeks prior to the event.
- Service vendors must provide copies of (1) business license, (2) liquor license and (3) certificate of insurance at least one week prior to the event. It is the HOSTS responsibility to verify submission of required documents. Without submission of documents, the service provider will not be allowed in the building.
- *For weddings or events with special desserts* -- Service vendor MUST cut / serve any cakes or special desserts. ONLY the FIRST piece of cake cut by a bride and groom is allowed.

**initials/date**

#### **DECORATIONS**

- Decorations may NOT be attached to any surface (walls, exhibit cases, etc) under any circumstances.  
All decorations must be free standing (floor or table).
- Rose petals, birdseed, glitter confetti, rice, silly string, bubbles, tinsel, feather boas, sparklers are NEVER allowed on the property – inside or outside
- No open flames or candles of any kind.
- ALL decorations are subject to Museum staff approval prior to event.

#### **SET-UP / BREAK-DOWN / CLEAN-UP**

- Museum staff will set-up and break-down tables, chairs and equipment belonging to MUSEUM. Under no circumstances is Museum staff allowed to set up RENTERS rented equipment, including rented tables and chairs.

- MUSEUM does not provide storage for outside-rental equipment or goods and assumes no responsibility for loss and damage to items.
- Removal of all event set-up equipment or decorations must be completed at the end of the event, unless authorized by museum. Dirty dishes must be placed outside the back door if not removed at the end of the event. If approved for late removal, ALL Rental Equipment (rented tables, decorations, personal items, etc.) must be removed from the premises by 12:30 the day following the event. Property left at MUSEUM after 12:30 will be discarded due to limited storage space.
- HOST is responsible for all clean-up and for ensuring that the museum is returned to the way it was found prior to the event. This may include, but is not limited to, vacuuming, sweeping, wiping up, etc. HOST should make sure that all Service Providers understand their roles as concerns clean-up and break-down.
- ALL garbage will be placed in the bags provided by MUSEUM and deposit garbage bags in the dumpster behind the Museum at the end of the event.
- RENTER is responsible for all damages to carpet, walls, building, exhibits, etc.

**Host Initials Here**

### ALCOHOL POLICY

- NO red wine or red-based drink can be served in the museum.
- RENTER is responsible for adhering to all City and State laws regarding the use of alcoholic beverages. No one is permitted to leave the building carrying open alcoholic beverages, or consume same in parking lot area.
- Bartender must be 21 years of age and possess a valid and current Georgia ABC card as required by State law.
- Serving of alcohol must be discontinued 30 minutes prior to scheduled end of event.
- Alcohol will NOT be served at any function where a substantial number (more than 25%) of guests are less than 21 years of age.
- Non-alcoholic beverage must always be made available to guests.
- Alcoholic beverages may not be served or consumed during the Hours of Operations listed above.
- Security has the right and responsibility to stop alcohol service to any guest who appears to have exceeded his/her limit of alcohol. The bartender, then, shall not serve any additional alcohol to that person.

### SMOKING POLICY

- No smoking, no tobacco use, and no vaping in the museum.

### SECURITY

- An off duty police officer(s) must be present for any event which includes liquor and / or will end after dark. This service is arranged by MUSEUM, and the Officer is under direction of MUSEUM.
- Security fees are as follows and are in addition to rental fees assessed:

**\$30.00 per Officer per Hour**

## **THE HOST AGREES**

- To defend and indemnify MUSEUM, City of Columbus, their agents, employees, representatives, officers, and directors against and hold MUSEUM harmless from any and all liability, loss, damage, cost, expense (including attorneys' fees), claim, demand, judgement or other action, whether pending or threatened, which arises out of or is in any way related to the use and or occupation of the museum facilities ( including, but not limited to any set-up, installation, break-down, removal, or cleaning) by the RENTER, guests, or service providers.
- To provide an estimated number of guests, caterers, or other service providers 14 days before the event. Any last minute changes can be made 1 weeks prior to event, but additional fees may apply.
- That the above-listed HOST is the only individual allowed to make changes in accordance with this agreement.
- That MUSEUM is not responsible for the performance of services by third party vendors secured by the RENTER. This includes rental firms, caterers, musicians, florists, bartenders, etc.
- That no lewd or indecent action, conduct, language, pictures, or portrayals shall be included in the activities or events presented by host. (per Lewdness Code: City Code 14-97).
- To be responsible for the conduct of all invited guests and service personnel.
- To make sure that Service Providers attend the Rental Set-Up Meeting. All Service Providers must read and sign the Rental Facility Rules and Regulations.

**Host Initials Here**

## **MUSEUM AGREES**

- To allow the RENTER to conduct the above-specified event at MUSEUM on the agreed-upon date.
- To provide a staff person during event to answer questions and act on behalf of the MUSEUM.
- To provide access to MUSEUM by third party vendors as necessary in accordance with the attached policy.
- To provide and perform other tasks and/or services as specified on the any amendment to the Facility Rental Agreement, and made part of this Agreement by the signature of both parties.

## **BOTH PARTIES AGREE AND UNDERSTAND THAT**

- This Agreement contains the entire agreement of the parties and supersedes all prior discussions and agreements between parties and any prior agreements shall, from and after this date, be null and void. This agreement may not be changed orally, but only by an agreement in writing signed by MUSEUM and HOST.
- This agreement is executed, delivered, and intended to be performed, and shall be constructed and enforced in accordance with and governed by the laws of the State of Georgia.

\_\_\_\_\_  
HOST Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MUSEUM Representative

\_\_\_\_\_  
Date

**SERVICE PROVIDERS**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Business

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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Business

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Date

