



## **Museum Rental Policies and Procedures**

The Mariners' Museum is a private, not-for-profit institution, which interprets its collection for the education and enjoyment of the public. Its building and collection are unique, and their protection is the primary responsibility of the Museum staff. The use of the Museum's facilities is made available under specific conditions outlined below for the purpose of making the Museum and its programs more widely recognized among the community.

The following policies govern the use of the facility:

### **General Policies**

Smoking is prohibited in all areas of the Museum.

Food and drink are restricted to designated areas within the rental space.

Use of the facility must be consistent with the goals of the Museum. Prior to the event, The Museum must approve aspects such as furniture arrangements, decorations, entertainment, and vendor services. The Museum also reserves the right to approve invitations or event flyers. Only under certain circumstances may events be advertised or opened to the public; prior approval from the Special Events Department is required for such events.

Our staff members do not operate as event planners/coordinators. As a courtesy, we offer names and contact information of our preferred caterers, florists, music services, event planners and other vendors.

### **Reservations, Booking, and Payment**

In order to best serve everyone, reservations for event spaces cannot be created without a completed Event Information Form and thereafter cannot be held for more than 2 weeks without a signed contract, this signed document, security deposit, and reservation deposit. Credit cards (Visa, MasterCard, Discover Card, and American Express) and personal checks are accepted for payment. Upon receipt of these items the event date will be confirmed.

All fees relating to the event must be paid in a timely manner, as noted in the contract. Final payment must be received thirty (30) days prior to the scheduled event date. If the final payment is not received on time, we will not permit the event to take place and any previous payment and security deposits are forfeited. Deposits and payments are transferable to a rescheduled date if agreed upon by the Special Events Department and as needed.

The security deposit will be refunded by check, mailed to the address provided in the Event Information Form, following the event, once all payments have been received and the client has adhered to these policies stated herein.

Museum event space fees reserve the event space for a four-hour event time, as noted on the event rental contract. Two additional hours are given for set-up preceding the event and one hour for clean-up following the event. Additional time must be paid for in advance, or will be billed if day-of event times are exceeded. All Museum invoices must be paid within fifteen (15) days of receipt.

### **Security Considerations**

The Museum's Department of Protection Services is the final authority in all Museum safety and security matters. This includes safety matters such as noise control, blocking exits, pathways, etc. In addition, the Department of Protection Services has the right to terminate the consumption of alcoholic beverages of one or all of the event guests if they determine that there is a threat to the safety and security of the Museum, its collection, and its guests. The Director of Protection Services must approve any outside security or parking entities in conjunction with an event. This must be coordinated at least fourteen (14) days prior to the event.

### **Logistical Considerations**

The Museum provides the use of round, banquet, café, and hi-top tables and padded folding chairs for events at no additional cost. Museum staff provides set-up of all museum-provided event equipment consistent with an agreeable layout. The client is responsible for the coordination of all rental and decorative items to include drop-off, pick-up, set-up and tear-down. In most cases, our approved caterers can assist with this process. The Museum is not available to store items for any event prior to 9:00 AM the day of the event. Furthermore, all rental items must be picked up the first business day following the event.

Confetti, glitter, birdseed, rice, smoke, and fog are not permitted. Live flame candles are not permitted inside the Museum under any circumstances. In addition, nails, staples, tape, or any adhesives may not be used to attach items to the Museum's walls, ceilings, etc. All permanent Museum signage must remain in place, unharmed and visible.

Flowers and greenery must be supplied or acquired from professional florists. Natural cut materials are prohibited in the Museum. Cut flowers or floral decorations must be removed from the building within 24 hours of the event. Any plant items left behind will be disposed of and any incurred fees are not the responsibility of the Museum. Plant and flower materials must not touch gallery walls or any collection object. Potted plants are prohibited in the galleries.

All directional signage for the event and in the parking lots is the responsibility of the client. Signage must be removed following the event. Please be sure to include directions on your invitations as to where your guests should enter, park, etc. The client may wish to arrange for parking attendants depending on the type and size of the event, but this must be coordinated with the Museum's Protection Services in advance.

All events must have a walk-through scheduled at least thirty (30) days prior to the event to finalize details. The event sponsor is responsible for coordinating date and time options for the walk-through along with the client's caterer and the Museum's event staff to ensure your event space is available to view and can be reserved for the meeting. During this time the group will discuss the final attendee numbers to the best of their ability, furniture needs and layout, event timeline, etc.

### **Food and Beverage**

All food and beverages served must be supplied by the client's choice of caterer from the Museum's Approved Caterers Listing. This does not include ceremonial cakes or cupcakes which may be obtained from any vendor of the client's choice. Arrangements for the event, including set up, scheduling of delivery, and removal of rental items must be approved during the walk-through with Museum staff.

### **Catering Guidelines**

Cooking in the galleries is prohibited. An alcoholic beverage license is required for events serving alcohol. The client is responsible for obtaining the license only if the caterer is not serving the alcohol. A copy of the license must be given to the Museum at the walk-through for the event. Alcohol may not be delivered more than one day prior to the event. A last call must be announced forty-five (45) minutes prior to the end of the event and all alcohol service must end thirty (30) minutes prior to the end of your event time. This means bar/catering staff must stop serving all guests, no exceptions.

Clean up and removal of all trash, decorations, and floral arrangements is the responsibility of the client and/or client's vendors. The Museum's trash containers must be left empty. The Museum dumpster may be used for trash disposal. In an effort to be environmentally friendly, The Museum also has recycling containers located next to dumpsters.

**Deliveries**

All deliveries and staff involved in the event must report to the Museum's security office, located at the Business Entrance, upon arrival. We are not responsible for coordinating on-site delivery with vendors for rental items. It is the responsibility of the client to inform each contractor/vendor which Museum staff member to contact, what to bring, where to drop-off, and when they are supposed to pick up their items.

The Museum will not be responsible for gifts, personal property, or any equipment or supplies belonging to the client's party or other vendors. All deliveries must be picked up and removed in coordination with The Mariners' Museum event staff. Many times this must be done the same day. The Museum event staff will work with you to ensure deliveries from contractors are scheduled for an appropriate window of time.

**Photography/Video**

Your photographer, videographer, and deejay may arrive during the set-up of your event in the event space you have reserved. You may set-up a time to visit the Museum for portraits prior to your event date. There are some areas of the Museum where photography is not permitted, check with the Photography & Licensing staff at (757) 591-7354 on where these areas are located. The Mariners' Museum event staff would love the opportunity to view photos/video taken during your event whenever possible!

Check here if you DO NOT agree to The Museum using promotional photos taken at your event.

***Thank you for considering The Mariners' Museum for your historic occasion!  
It will be our pleasure to work with you to ensure a successful event...***

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SPACE RENTED**

\_\_\_\_\_  
**DATE OF EVENT**