



The Elliott Museum

Yesterday's Ingenuity. Tomorrow's Inspiration.

FACILITIES RENTAL CONTRACT

Name _____
Organization _____ Title _____
Address _____
City/ST/Zip _____
Telephone _____ Fax _____
Date of Event _____ Time: From _____ To _____

FACILITY USE: (Kitchen facilities available at no additional charge)

_____ Elliott Museum \$500.00 (After Museum hours-4:00 pm.)
_____ Elliott Museum Gallery \$300.00 (During regular Museum hours-
10:00 am-4:00 pm Mon-Sat, 1:00-4:00 pm Sunday)
_____ Tent on Grounds/Elliott Museum \$500.00
_____ 501.c.3 non-profit organization rate (Attach IRS determination letter)

Event: _____ Wedding _____ Reception _____ Meeting/Lecture _____ Other

Special Needs: _____

Elliott Museum South Gallery:
Size: 40x50, 2000 sq ft
Capacity: 150 seated dinner*
200 seated lecture
250 standing reception

*Seated dinner capacity may vary **depending** on the table set up.
Total museum capacity: 520 people

Please be aware that the Elliott Museum hosts several art exhibits in the South Gallery and at times the gallery floor space and capacity may be limited due to the particular exhibit. The Elliott reserves the right to change the available floor space and rental location and will inform the renter within 30 days of the scheduled event with the intent of making said changes. The Elliott will make every effort to accommodate the renter should the possibility of changes occur.

- The Art Gallery, lobby and Auto Gallery of the Elliott Museum are designated areas for food and bar set-ups.
- Food and drinks may not be served or taken into exhibit areas.
- No red wine, open flames, rice or seeds are allowed inside the museum.
- Bubbles are allowed outside only.
- Decorations will not be attached to or fixed to any museum exhibits or artifacts. Prior to the event date, the Director of Visitor Services must approve all decorations.
- The Director of Visitor Services must first approve any event set-up or equipment drop-off required prior to the rental period.
- No changes may be made to this policy without prior approval from the Pres/CEO.

The event contact person from your organization is responsible for insuring the caterer is licensed. The contact person is required to obtain a **\$1,000,000** insurance certificate of liability naming the Elliott Museum as an additional insured. A copy of the certificate of insurance must be filed with the museum office at least five (5) business days prior to the event. If liquor is being served, either the contact person or the caterer must have a valid liquor license and provide proof to the museum office.

The museum office requires a list of all vendors used for the event five (5) business days prior to the event. All contact names and telephone numbers must be provided. The museum office has a list of vendors who are pre-qualified to offer their services at either museum. Should you find your choice of vendor is not on the list, a \$50.00 charge will be applied to qualify said vendor.

A refundable damage deposit of **\$500.00** is required ten (10) days prior to the event. The damage deposit will be refunded within ten (10) business days of the event pending there was no damage to the museum property, exhibits or collections and that all fees/charges are paid for. The renter is responsible for the cost of any damages incurred over and above the amount of the damage deposit. The Pres/CEO or Director of Visitor Services will assess any damages incurred.

All set-ups are the sole responsibility of the contact person and/or the caterer. Should any part of the set-up take place during regular museum hours, the after-hours rate will apply. All persons (including vendors) must be vacated from the premises by 11:00 pm or a **\$75.00** per hour charge will be assessed (beginning at 11:01pm). If any food or drinks are used/brought on museum property during the event, a **\$100.00** cleaning charge will be assessed. The museum cannot be held responsible for lost or forgotten items left behind by the organization's guests, caterer or vendors, but will make every attempt to return any items found.

