



The Elliott Museum

Yesterday's Ingenuity. Tomorrow's Inspiration.

Elliott Museum/House of Refuge Museum Facility Rental Policy

All events should be scheduled as far in advance as possible. Should availability exist for the date requested, a tentative calendar reservation will be made and a Facility Rental contract will be sent to you. Rental of the museum is member sponsored. Please inform the museum office should you need a membership application.

The Facility Rental contract must be returned within 10 business days along with all deposits before the tentative date will be confirmed. The Rental Deposit will be paid upon scheduling the event and the Damage Deposit will be paid 10 business days prior to the scheduled event. All rentals including non-profit in kinds will be charged the refundable damage deposit of **\$500.00**. An assessment will be made at the conclusion of the event to determine any damages. If it is determined that damage resulted from the rental, the client will be charged accordingly. Any remaining damage deposit will be returned within 10 business days pending there are no outstanding fees/charges.

The following are guidelines/restrictions for each museum:

The Elliott Museum:

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 in 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

No changes regarding these restrictions may be made without prior approval from the Pres/CEO.

House of Refuge Museum:

The House of Refuge Museum has an outdoor brick patio space that will accommodate one or more large tents (approximately 20 ft x 40ft and 30ft x 50ft). The outdoor space can accommodate approximately 200 people for a seated dinner **depending** on table/chair set-up. The space can accommodate approximately 400 people for a standing event. There are a limited number of parking spaces at the property, however shuttle services from independent agencies are available.

- Food and drinks may not be served in or taken into the museum.
- Smoking is strictly prohibited within the gated area of the museum property.
- Candles, open flames and any other ignited items are strictly prohibited within the gated area of the museum property.
- Rice and seeds are prohibited within the gated area of the museum property.
- Bubbles are allowed outside the museum only.
- Decorations will not be attached to, or fixed to, any museum exhibit, artifact or structure. 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.
- A copy of the Historical Society of Martin County's Facility Rental Policy will be given to the event contact person. This policy should be read and must be signed and returned with the completed contract before any reservation is confirmed.

No changes regarding these restrictions may be made without prior approval from the Pres/CEO.

The museum office requires that all individuals, groups or organizations using the facilities for special events obtain a certificate of insurance from their insurance carrier for the hours of the event including set-up and breakdown.

This certificate of insurance must state that the user has in force bodily injury liability insurance in the amount of **\$1,000,000** for each occurrence, and property damage liability protection in the amount of **\$1,000,000** for each occurrence, and must name the Historical Society of Martin County, the Elliott Museum or the House of Refuge Museum as additional insured under the policy for the duration of the event. We must receive this certificate of insurance at least 10 business days before the event.

Only a licensed caterer who can provide a certificate of insurance is permitted to cater events at the Elliott Museum or House of Refuge Museum. Any vendor hired for the event must be on our pre-qualified list or a \$50.00 charge will be applied to qualify said vendor.

All non-profit organizations with a 501(c) 3 certificate will be given a 25% discounted rental rate.

All non-profit organizations with a 501(c) 3 certificate may serve alcoholic beverages without permit as long as no fee for the event is charged. If a fee is charged an alcoholic beverage temporary permit must be obtained before the event.

All other events excluding non-profits, where alcoholic beverages are served must obtain an alcoholic beverage license before the event. This includes all caterers.

The renter shall hold the Historical Society of Martin County, the Elliott Museum and the House of Refuge Museum harmless from and against any and all claims and causes of action brought against it in cases involving underage drinking and/or accidents or other related incidents due to persons consuming alcoholic beverages at the Elliott Museum, House of Refuge Museum or on museum grounds. It is illegal to serve alcohol to anyone under the age of 21.

Decorations and methods of installation must be discussed with and approved by the Director of Visitor Services prior to the scheduled event, otherwise decorations will not be allowed. No decorations will be fixed/attached to any museum fixture, lighting, etc.

Smoking is not permitted in either building.

All set-ups are the sole responsibility of the contact person and/or caterer. The Director of Visitor Services must first approve any event set-up or equipment drop-off required prior to the rental period. All persons (including vendors) must be vacated from the premise by 11:00 pm or a **\$75.00** per hour charge will be assessed (beginning at 11:01pm). A **\$100.00** cleaning charge will be applied for

any rental when food and drinks are being served. 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.

Both museums are fully accessible. Handicapped parking and ramp entrances are located in the front of the museum. Specially equipped restrooms are located near the Museum Store of the Elliott Museum. A limited number of wheelchairs are available upon request.

All deposits and required documentation will be filed with the museum office in the allotted time or the event is subject to cancellation.

I have read, understand and will abide by the Facility Rental Policy of the Historical Society of Martin County.

_____ Printed name of contact person

_____ Signature of contact person

_____ Date