



Fairfield Museum

AND HISTORY CENTER

Fairfield Museum and History Center **Facilities Rental Policy and Usage Agreement** 2009

Policy Statement

The Fairfield Museum and History Center (Museum) is a private, not-for-profit educational organization. The Museum permits its members (individuals, groups and organizations) to use its facilities for functions, meetings and special events. The Museum's management must approve in advance events expressly held at the Museum for the purpose of fundraising.

In an effort to make events proceed smoothly, the Museum is providing you with the following guidelines for renting the Museum's facilities. Please read them carefully. It is your responsibility to make sure that everyone involved in your event is aware of these guidelines and follows them at all times. These guidelines are not comprehensive and only meant to cover the most important issues.

Facilities rental is a benefit of Fairfield Museum and History Center membership. Renters must be active Museum members. Annual membership fees are additional to facility use fees.

Renters should be aware of the nature of the spaces they are using. Museum space is fragile and irreplaceable, as are its contents. The Museum's primary concern is the appropriate care and safeguarding of its collections. The Museum's meeting hall and reception area are occasionally used as exhibition galleries and may have artwork on display.

1. For catered event, it is required that renters use only caterers who are on the Museum's approved list to arrange food and beverage needs, unless special consideration is given in advance. Renter using catered services are required to read and sign a separate Caterers Policy. Those events and meetings using box lunches, delivered sandwiches, etc that will not use the Museum's kitchen facilities are not required to sign the Caterers Policy

Rental Fees

7-1-2009

Rental Fees are for a 3 hour period. Additional time after that 3 hour period will be billed according to the hourly rates listed below:

	<u>Meeting Hall Day</u>	<u>Meeting Hall After-Hours and Weekends</u>	<u>Classroom Day</u>	<u>Classroom After-Hours</u>
Non-profit Organizations Schools and Town Govt.				
3 hour rental fee	\$200	\$300	\$75	\$150
Additional hourly fee	\$50	\$125	\$25	\$75
For-profit businesses Private parties				
3 hour rental fee	\$375	\$550	\$150	\$250
Additional hourly fee	\$100	\$100	\$50	\$75

Included in the above fees:

- Use of the museum's kitchen facilities
- Use of museum lobby for visitor reception
- Use of museum tables and chairs
- Free parking
- Staff assistance with set up and break down
- Staff supervision of after-hours events

Not included in the above fees:

- Costs associated with any special permits or licenses required
- Cost of event insurance and renter liability insurance
- Cost of trash removal or special cleaning if required

Usage Agreement

2. The Contracted Renter is responsible for ensuring the adherence of this agreement by all individuals, organizations and service providers associated with their event.
3. The Contracted Renter and Caterer shall work with the Fairfield Museum and History Center's Visitor Services Manager in advance of the event to arrange food, beverage or delivery/drop off services at the Museum.

4. Availability and use of the Museum's facilities is subject to exhibition and program schedules. Generally drop offs and set up cannot be scheduled if they conflict with or disturb Museum programs.
5. **A rental reservation will only be considered definite and confirmed after the date, time, guest count and room location are agreed upon by the Museum through it's Visitor Services Manager and:**
 - a. **A 50% deposit has been received by the Fairfield Museum;**
 - b. **Confirmation that Renter has an active Museum membership;**
 - c. **The Facilities Rental Policy and Usage Agreement has been read and signed and returned to the Museum;**
 - d. **The Caterer's Facility Rental Policy and User Agreement has been read by the Caterer and the Agreement has been signed and returned to the Museum.**
6. Should the event be cancelled, 50 percent of the deposit will be returned if written notice is received 15 or more days prior to the event. Should the event be cancelled within 14 days of the event, no refund of deposit will be made.
7. Rental hours begin with room/space occupation. The Museum will consider a grace period of 30 minutes before applying additional charges for set-up and/or breakdown before or after the event. (See #13 below for set up time related to catered events) In the event a function ends before the pre-arranged "end-time" no reimbursement for time not used will be issued. After-hour access to the Museum's Galleries may be provided for 1 hour at the beginning of the event for guests to enjoy the Museum, at the discretion of the Museum staff. No food or drink will be allowed in the exhibition galleries.
8. The Museum has a limited number of tables and chairs available for use. If you plan on using Museum owned equipment you must submit your request no later than one week prior to your event. Arrangement for the rental of additional chairs or table are the responsibility of the renter. Use of the Museum's projection equipment is subject to an additional \$30 fee.
9. All catering and beverage arrangements must be contracted with an approved service provider from our suggested list of caterers and service providers and must meet our liability requirements listed below.
10. All children under the age of 14 must be accompanied by an adult at all times while in the Fairfield Museum.
11. Prior approval is required for all commercial and promotional photography, filming and videography. No filming or pictures are to be taken of the Museum's collection without prior approval.
12. **The Bill must be paid in full 30 days prior to the start of the event unless prior arrangements are made with the Museum. You will not be billed for the balance due – this is your**

responsibility. If the balance is not received 30 days before the event, the event will be removed from the schedule.

Caterers

13. The Caterer or Food Service Provider will not have access to the property earlier than one hour prior to the event, unless approved by the Museum's Visitor Services Manager prior to the event. The Caterer will have a maximum of 1 hour at the conclusion of an event to breakdown and be clear of the property.
14. At times, catering staff may be permitted to set up tables, etc. in advance of the event while the Museum is still open. Catering staff must be mindful that the enjoyment of the Museum by visitors takes priority. Visitors should not be made to feel unwelcome because of the bustle of setting up for an event. In particular, catering staff should speak and move about quietly.
15. The Visitor Services Manager must be informed prior to the event if food preparation will take place outside or if the museum's kitchen facilities will be used.
16. It is the Renter's responsibility that Caterers abide by the *Caterer's Facility Rental Policy and Usage Agreement*.

Deliveries

17. All arrangements for deliveries, including set up, catering, floral and breakdown must be cleared in advance with the Visitor Services Manager. Deliveries should be scheduled on the day of the event, unless prior approval is given. The Fairfield Museum assumes no responsibility for anything brought to or left in the Museum or on Museum grounds. Any unscheduled deliveries may be refused if they conflict with Museum activities. Museum staff cannot be held responsible for approving the drop off or pick up of rental equipment.
18. Outside-entry doors are permitted to be open only during the loading or unloading of equipment or food, not for the duration of the event. Please be aware of handicap parking restrictions at the main entrance.
19. All materials occupying rented space must be removed from the premises once the event is over. Any extraneous items remaining overnight, for pick-up the following day, must be stored in an area designated by the Visitor Services Manager.
20. All equipment, linens, tableware, tables, chairs, beverages, etc. must be removed no later than the morning following the event, unless approved in advance by the Visitor Services Manager.

Food/Food Preparation

21. Food and beverage preparation may only take place in the museum's kitchen or in the Education Classroom by special arrangement. If food preparation must take place in the Education Classroom, the Renter will be charged the rental fee for that space. Please see the rental fees above.
22. Food and beverages will only be allowed in the Museum's Reception Hall, Meeting Hall, Education Classroom, or outside patio. There is no food or beverage permitted in the Museum galleries or library. There is to be no food brought in by the renter unless approved in advance by the Visitor Services Manager. No liquor is to be brought in unless by a caterer and must be served by the caterer with a Liquor Liability Certificate.
23. Renters may use the museum's microwave oven and refrigerator. All appliances used and areas for food preparation must be thoroughly cleaned and all excess food removed from the premises by the end of the rental period. Renters leaving food will be charged an additional cleaning fee.
24. Please see the Caterer's Facilities Rental Policy for additional food preparation guidelines.

Trash Removal

25. It is the Renter's responsibility to remove all trash, garbage, food scraps, etc from the museum by the end of the rental period. The museum has very limited trash storage capabilities. If an event will generate more than 1 garbage bag full of trash, the Renter must make special arrangements for trash to be picked up immediately after the event with Big Little Sanitation, (203) 334-7728.

Cleaning

26. Renters are responsible for leaving all areas used during their event, including kitchen, reception lobby and bathrooms in a clean and orderly manner.
27. Large events that require additional cleaning afterwards beyond normal use will be billed \$150 for additional cleaning services.
28. Events that, in the opinion of the Visitor Services Manager, will require significant clean up may be charged a cleaning security deposit of \$100 in advance to ensure that rented spaces are fully cleaned.

Bar Services

29. **All bar areas must be closed 30 minutes before the end of the contracted rental period.** The Visitor Services Manager or their designate, however, retains the right to close any/all bar areas earlier. Bartenders must be professional and under the Liquor Liability of the caterer; volunteers are not acceptable in this capacity.
30. Requests for a cash bar must be referred in advance to the Visitor Services Manager. If permission for a cash bar is given, it is the responsibility of the renter or beverage service provider to obtain a temporary Liquor license from the State of Connecticut:

Connecticut Department of Consumer Protection, Liquor Division

State Office Building

165 Capitol Ave

Hartford, Connecticut 06106

Phone: (860) 713-6200

Fax: (860) 713-7235

A copy of the license must then be submitted to the Visitor Services Manager prior to the event or permission to sell liquor will not be given. Please keep in mind the amount of time it takes to process an application for permit.

31. The Liquor Provider is responsible for maintaining the bar; from ordering the glasses, to picking up glasses during the event, to replenishing the supply of glasses at the bar.
32. If wine is being served at the tables, it is the responsibility of the liquor provider to pour the wine, in order to monitor consumption.

Other

33. The Museum assumes no responsibility for guests' automobiles or personal property, whether remaining in the automobile or personal property left in the building. The Renter assumes responsibility for any goods or materials that are placed in the Museum before, during or after any event.
34. At no time is any area of the Museum to be altered or disturbed in any way that might prove harmful to the Museum or its collections. The Visitor Services Manager must approve in advance all decorations. Decorations may not be affixed to the walls with tape, tack or wire that might leave permanent marks.
35. All furniture, equipment or other items must be kept away from the walls and care should be taken not to damage any walls or doorways when moving tables or chairs.
36. The Museum facilities rented for the evening must be vacated before or by the pre-arranged end-time. All rentals must end no later than 11:00 pm. The space rented must be left in the same condition in which it was presented upon arrival.
37. The Renter agrees to pay for all damages to the premises or to the Museums' collection or other property done by the renter or their guests, members, employees or patrons in connection with the renter's event, or in any way resulting from the event.
38. The Museum reserves the right to remove guests for abuse of liquor, disorderly conduct or other similar cause.
39. The Museum logo and/or likeness may not be used on any invitation, news release or advertising without advance permission.

40. The laws of the State of Connecticut shall govern the interpretation and application of this Agreement, and any legal action brought with respect to the Agreement or renter's event.
41. Because the museum is located in a residential district, it is necessary for the Museum to minimize any potential acoustical disruptions in the spirit of being good neighbors. Any amplified music may be subject to volume control at the discretion of museum staff.

Fairfield Museum and History Center
Facilities Rental Usage Agreement
2009

The duly authorized signatures of each party hereby execute this Agreement.

Event Name: _____ Room Rented : _____

Renter: _____

Address: _____

Phone #: _____

Date of Rental: _____ **Time: From** _____ **To** _____

Rental Rate: _____ **Additional Hourly Rate :** _____

Rental Fees are for a 3 hour period. Additional time after that 3 hour period will be billed according to the hourly rates listed on the Facilities Rental Usage Policy and Agreement.

**For the Fairfield Museum
and History Center**
370 Beach Road
Fairfield, CT 06824

Renter
I have read and understand the above
Agreement and accept the terms

Date _____

Date: _____