



Fairfield Museum

AND HISTORY CENTER

Fairfield Museum and History Center Facilities Rental Policy and Usage Agreement

The Fairfield Museum and History Center (Museum) is a private, not-for-profit educational organization and the Museum permits its members (individuals, groups and organizations) to use its facilities for functions, meetings and special events. Unless otherwise agreed to in writing, events specifically intended for fund raising purposes are not permitted.

In an effort to make events proceed smoothly, the Museum is providing you with the following agreement for renting the Museum's facilities. Please read them carefully. As Renter, it is your responsibility to make sure that everyone involved in your event--including catering staff and others in your employ--are aware of these guidelines and follow them at all times. These guidelines are not comprehensive and only meant to cover the most important issues. Please review the details of your event in advance with the Museum's Visitor Services Manager.

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.

The Museum's primary concern is the appropriate care and safeguarding of its facility and the collections therein. The Museum's meeting hall and reception area are occasionally used as exhibition galleries and may have artwork on display during your rental period.

For catered event, Renters must use caterers that are on the Museum's approved list to arrange food and beverage needs, unless permission is given by the Museum in advance. Renters using catered services are required to read and sign the Caterers Policy. Those events and meetings using box lunches, delivered sandwiches, etc are not required to sign the Caterers Policy.

Renters are responsible for the proper performance of their caterers, or other hired staff, including the cost of cleaning museum spaces that have not been left in good order.

Rental Fees

4-1-2010

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. Unless agreed to in advance and noted on this agreement, all evening events must end by 11:00 pm and the facilities must be cleaned and vacated no later than 11:30 AM.

	<u>Meeting Hall Day</u>	<u>Meeting Hall After-Hours and Weekends</u>	<u>Classroom Day</u>	<u>Classroom After-Hours and Weekends</u>
<u>Non-profit</u> Organizations				
Schools and Town Govt.				
3 hour rental fee	\$200	\$350	\$100	\$150
Additional hourly fee	\$50	\$125	\$50	\$75
Hourly after 11:00 pm		\$200		\$150
<u>For-profit</u> businesses				
Private parties, etc.	\$375	\$500	\$175	\$250
Additional hourly fee	\$100	\$200	\$50	\$75
Hourly after 11:00 pm		\$300		\$200

Included in the above fees:

- 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 (see "Bar Services" below)
- Cost of event insurance and renter liability insurance
- Cost of trash removal or special cleaning if required

Rental Agreement

1. The Renter as designated below is responsible for ensuring the full adherence of this agreement by all individuals, organizations and service providers associated with their event.
2. The Renter and Caterer shall work with the Fairfield Museum and History Center's Visitor Services Manager well in advance of the event to arrange food, beverage or delivery/drop off services at the Museum.
3. 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.
4. **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.**
5. Should the event be cancelled, 50% 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.
6. Rental hours begin with room 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 rental 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 at the beginning of the event at the discretion of the Museum staff. No food or drink will be allowed in the exhibition galleries.
7. 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.
8. All catering and beverage arrangements must be contracted with an approved service provider from the museum's suggested list of caterers and service providers, and that provider must meet all liability requirements listed below.
9. All children under the age of 14 must be accompanied by an adult at all times while in the Fairfield Museum. The Museum generally does not allow parties expressly for children or teens under 18.

10. 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.
11. **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

12. 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 30 minutes at the conclusion of the rental period to breakdown and be clear of the property.
13. With advance permission, catering staff may be permitted to set up tables, etc. before an 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.
14. 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. No food shall be cooked or presented at the museum that will leave a lasting odor or that will stain carpets or upholstery.
15. It is the Renter's responsibility that Caterers abide by the *Caterer's Facility Rental Policy and Usage Agreement*.

Deliveries

16. 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 accepting the drop off or pick up of rental equipment.
17. 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.
18. 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 orderly manner in an area designated by the Visitor Services Manager.

19. 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

20. Food and beverage preparation may take place in the museum's kitchen for groups of 20 or less. For larger groups or for an event that requires more extensive catering needs, Renter must make advance arrangements to rent the Museum's Education Classroom. Please see the rental fees above.
21. 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. Renter must notify the Visitor Service Manager if food of any kind is to be served at their event.
22. All areas used for food preparation must be thoroughly cleaned and all excess food removed from the premises by the end of the rental period. Renters not leaving museum spaces in a clean and orderly manner will be charged an additional cleaning fee.
23. Please see the Caterer's Facilities Rental Policy for additional food preparation guidelines.

Trash Removal

24. 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 either remove it themselves or make special arrangements for trash to be picked up immediately after the event with Big Little Sanitation, (203) 334-7728.

Cleaning

25. Renters are responsible for leaving all areas used during their event, including kitchen, reception lobby and bathrooms in a clean and orderly manner.
26. For events of 40 or more people, the renter is required to provide a \$100 cleaning deposit. Deposit should be made by a separate check, made out to the Fairfield Museum, which will be returned to the renter at the end of the rental period so long as all rented spaces have been left in a clean and orderly manner. The Visitor Services Manager may require a cleaning deposit for events smaller than 40 people if the nature of the event may impact the museum spaces beyond normal use.
27. Events that require more than one-hour's additional cleaning will be billed \$150 for additional cleaning services.

Bar Services

28. Renter must notify the Museum in advance if liquor is to be served.
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 bar areas earlier.
30. All liquor, wine or beer being served must be served by a professional bartender who is covered under the caterers Liquor Liability Insurance.
31. 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.

32. If wine and/or beer is being served, it is the responsibility of the caterer or liquor provider to serve or pour the wine and/or beer, using a professional bartender, 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 noise 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

2010

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

Event Name: _____ Room Rented : _____

Number of Attendees: _____

Renter: _____

Address: _____

Phone #: _____

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

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.

Three-hour Rental Rate: _____ Additional Hourly Rate : _____

Total Rental Fee: _____

Food Service yes / no

Liquor Service yes / no

**For the Fairfield Museum
and History Center**

Renter
I have read and understand the Fairfield Museum's
Rental Agreement and accept its terms

Date _____

Date: _____