

BELL COUNTY MUSEUM

Event Proposal Form

Today's date: _____

General event type: _____

Name of Organization: _____

Event date: Day: _____ Date: _____ Time: _____

Contact person: _____ Phone: _____

Number of people expected to attend: _____

Furniture Information: The rental price includes the use of tables and chairs. The museum offers the following:

- 6 round tables that seat 6 people each
- 2 rectangular tables that seat 4 people each.
- 75 chairs

Indicate the requests for this event:

Round tables requested _____ Rectangular tables requested _____

Number of chairs _____

Check if these items are also requested (additional fees will apply):

- _____ Podium with microphone (\$10.00)
- _____ Screen (\$10.00)
- _____ Video projector (\$25.00)
- _____ Tablecloths (white only, \$30.00)
- _____ Skirting (white only for rectangular tables, \$20.00 per table)
- _____ 30-cup coffee maker (\$5.00)

Will food be served at this event? Yes No

If yes, describe: _____

Caterers must be approved by the museum. Name of proposed caterer: _____

Will there be alcohol served? Yes No

Describe any decorations planned for this event: _____

NOTE: No event is scheduled until the museum approves the proposed event and the renter has read and signed the Facility Rental Guidelines form. See back for more guidelines and fees.

Approved by: _____ Date: _____

General Guidelines

- Smoking is prohibited throughout the museum. Please inform your guests prior to their arrival.
- Exhibitions, collections and furnishing may not be altered or removed. Exhibitions are subject to change without notice.
- All promotional copy, guest invitations and printed materials must be submitted to the Director for review and approval prior to printing.
- If you are pursuing media coverage for your event, you must notify the museum.
- A museum representative must be present at all events.
- The museum reserves the right to waive or modify these stated guidelines.
- ***Parking is prohibited on Main Street!*** Please advise your guests. At the time of rental a parking map of the area will be provided to the renter.
- A copy of proof of liability insurance must be provided to the museum prior to the event. Contact your personal insurance agent.

Food & Beverage

- Caterers must be selected from a pre-authorized list. Selected caterer must provide all food services required for the event, except special occasion cakes.
- Requests for all beverage services must be placed with the caterer and served in accordance with city and state liquor licensing regulations. Authorized caterers understand and agree to the unique needs and requests of the museum in preserving artifacts and reflecting high standards for clients. Please contact the caterer directly for menu options and pricing.
- Food and beverages are permitted in pre-approved areas only and may not be removed from the premises.
- All bars are to close and entertainment should stop one half hour prior to the end of the event.
- Renters may serve alcohol, but cannot sell it. Any special use permits are the responsibility of the renter. A copy of the permit must be supplied 24 hours prior to the event. Kegs are prohibited at all events. All spills must be wiped up immediately. Water must NOT be allowed to stand on ANY floor. If ice chests are left for later pick-up (with museum approval), they must be emptied of ice and/or water at the end of the scheduled event. Renters are responsible for the behavior of their guests.
- Kitchen use includes use of the refrigerator, microwave, and sinks. It does not include coffee pots or table linens.
- The facility must be cleaned and vacated by the stated ending time and all trash placed in the outside trash cans/dumpsters.
- Alcohol may not be served to minors or to persons already under the influence of alcohol.

Decorations

- Candles are not allowed at any time.
- Confetti, artificial snow, sparklers, paint, rice, and glitter are prohibited in the building and on the grounds. Birdseed is permitted outside only.
- Scotch™, "magic," or low residue tape is the only type of tape permitted for attaching decorations to the facility walls. A reusable adhesive (i.e., Fun Tack or Clear Museum Gel) or a comparable product can be used for attaching decorations to the facility walls. Staples, tacks, all types of glues and nails are not permitted for attaching decorations.
- Do not affix any decorations of any type on cable lights or ceiling fans.
- All table decorations must be non-combustible.
- All fire exits and aisles must be clear and unobstructed at all times.
- It is the renter's responsibility to take down all decorations at the end of the event. The museum will not be responsible for any item left unattended in the building.
- Floral arrangements can include insect pests. Museum staff must inspect and approve all floral arrangements before they enter the building.

Rates:

Tuesday through Saturday, from 9 a.m. – 5 p.m.....	\$25 per hour (\$100 for 4+ hours)
Tuesday through Saturday, from 5:00 p.m. – midnight.....	\$100 per hour (\$400 for 4+ hours)
Sunday through Monday, noon – 9:00 p.m.....	\$100 per hour (\$400 for 4+ hours)

A security deposit of \$150 and a signed lease agreement are required to reserve dates. This deposit includes a cleaning deposit of \$50. Provided there is no damage or loss of kitchen items and all rules and regulations are followed, the security and cleaning deposits will be refunded after the event.

If the event is cancelled 30 days prior to the event date, the \$100 deposit, \$50 cleaning deposit, and any additional paid monies will be refunded in full. If the event is cancelled less than 30 days prior to the event date, the \$100.00 deposit will be forfeited and any additional monies paid (including the \$50 cleaning deposit) will be refunded.