

## Museum Facility Rental Agreement

This is a rental agreement between the Freeport Art Museum and \_\_\_\_\_,  
Print Your Name Here  
 who will here in after be referred to as “the renter.”

The renter is responsible for reading the terms listed below. The renter is required to initial each section as proof that they have read and agree to the terms listed in this rental agreement. The renter will then complete the final page of this rental agreement and return it to the Freeport Art Museum, along with the security deposit. After which, the museum will mail a signed copy with the calculated rental fees, along with the security deposit receipt to the renter for their records.

	<b>RENTAL FEES</b>
<i>Initial Here</i>	<p>A <b>security deposit of \$250</b> is required to reserve the rental date. The security deposit (along with the signed and completed rental agreement) must be received within 30 days of confirmation from the museum that the date is on hold.</p> <p>As long as no damage to the Museum or its Collection has occurred during the rental event or other compensation is not required; a refund of the entire security deposit amount will be mailed to the renter within 30 days after the event. If damage has occurred to Museum property, the amount of damage will be deducted from the deposit. Any remaining balance of damage over \$250 will be billed to the renter.</p>
	<p>The rental rate is <b>\$100 per hour</b> for the main floor of the museum. The event rental payment is due in full at least 30 days prior to the event. Failure to comply may result in the cancellation of the event reservation. (The rental payment is separate from the security deposit. This means the security deposit will not go towards the payment for the rental. See above for more details about the security deposit.)</p>
	<p>The hour prior to the start of your event will be available to use (free of charge) for the setup of decorations and catering. If more than the 1 hour prior is needed for setup, the time will be included in the rental fees. Requests for earlier set up times will be charged the hourly rate.</p>
	<p>If the rental time exceeds the end time agreed upon on the signed rental agreement (including clean up time and any additional amount of time the renter remains within the museum facility), the additional time will be charged at a rate of \$150 per hour. This amount will be deducted from the security deposit and the renter will be billed for any remaining balance. The additional time will be rounded to the nearest quarter hour.</p>

	<b>CANCELLATION POLICY</b>
<i>Initial Here</i>	The renter may request a cancellation in writing at least 30 days prior to the event rental date. Cancellation requests received less than 30 days prior to the event will not be guaranteed a refund of the security deposit.
	<b>HOURS &amp; CAPACITY</b>
<i>Initial Here</i>	Private museum rentals are limited to non-public hours after the museum closes at 5pm and may extend to as late as 10:00 pm. (or 10:30 pm for an additional 30 minutes for clean up)
	The museum can accommodate a seated event for up to 120 guests on the main floor. This includes the use of FAM's: <ul style="list-style-type: none"> <li>• 9 round 5ft. tables with 8 chairs</li> <li>• 2 round 4ft. tables with 6 chairs</li> <li>• 6 rectangular 6ft. tables with 6 chairs</li> </ul> **Please be advised, the museum cannot provide table cloths for these tables nor dishes and utensils for the place settings. These materials must be supplied by the renter or the caterer.
	**A floor plan of the main floor of the museum is available at the end of this contract. This floor plan can be used to coordinate the placement and set up of the tables, chairs, serving tables, etc. with a FAM staff member.
	<b>STAFF LIAISON</b>
<i>Initial Here</i>	A FAM staff member will be present during the event to supervise the museum and to close the building at the end of the scheduled rental time. It will be the renter's responsibility, not FAM staff, to coordinate the setup and clean up of the event with the caterers, volunteers, and attendees.
	We recommend that the renter contact the museum to schedule a meeting to confirm the layout of the event (tables, chairs, serving tables, DJ, trash cans, etc.) approximately 30 days prior to the event date.
	<b>SETUP &amp; HOUSEKEEPING</b>
<i>Initial Here</i>	The renter is responsible for managing all setup and cleanup including: trash/recycling, table cloths, decorations, and dishes.
	DISHES: The renter is responsible for seeing that any of the museum's dishes or utensil used during the rental event are washed, dried, and put away before leaving the museum.
	TRASH: The renter is responsible for seeing that all event trash and recycling materials are disposed of into the dumpster and/or recycling bin located behind the museum.

	<b>Additional EQUIPMENT</b>
<i>Initial Here</i>	<p>Upon request, the renter is welcome to use the following equipment belonging to FAM:</p> <ul style="list-style-type: none"> <li>• two, 40 gal. trash cans, with one trash bag provided in each</li> <li>• three, 10 gal. trash cans, with on trash bag provided in each</li> <li>• Coat rack in the South entryway</li> <li>• 3 ft folding card table for gifts, etc.</li> <li>• Approximately twenty additional white resin chairs</li> </ul>
	<p>Furniture or equipment from other sources may be used in the museum as long as it is submitted in writing with the rental agreement and is pre-approved by FAM staff.</p>
	<p>Please list an requests for additional equipment here:</p>
	<b>KITCHENETTE</b>
<i>Initial Here</i>	<p>The renter is welcome to use the kitchenette which has a refrigerator/freezer, oven/ stove, sink, small microwave, and dishwasher.</p>
	<p>The renter is responsible for seeing that the kitchenette is returned to its original state when the event clean-up is finished.</p>
	<b>SUPPLIES</b>
<i>Initial Here</i>	<p>The <b>renter must supply their own</b> table cloths, linens, dishes, napkins, flatware, etc. Renters may need to check with their caterer to determine which supplies will be provided by the caterer and which supplies will need to be procured by the renter. (The museum <i>cannot</i> supply table cloths, linen, or dishes for place settings.)</p>

	<b>DECORATIONS</b>
<i>Initial Here</i>	The renter must have pre-approval by FAM staff to install any decorations within the galleries other than decorations for table and chairs.
	FAM reserves the right to remove any decorations that are deemed unsafe or inappropriate for the museum.
	Open flames, such as candle decorations, are not permitted in the museum.
	Following the event, the renter is responsible for removing all decorations from the building.
	Please be advised that the Ferguson and Newell Galleries are rotating gallery spaces and the exhibition scheduled to display during your rental is
	<b>DAMAGE</b>
<i>Initial Here</i>	The renter is responsible for any damage to the museum, or its contents, occurring during the set-up, the event, and during the clean up. Please refer to the Security Deposit section for more information.
	<b>ALCOHOL</b>
<i>Initial Here</i>	Alcohol may not be permitted at your event without providing a proof of liquor liability with a Certificate of Insurance naming FAM as additionally insured. Individuals are recommended to check with their homeowner's insurance policy for certificate options.
	<b>A copy of the Certificate of Insurance naming FAM as additionally insured for the event must be given to museum staff at least 30 days prior to the event.</b> FAM will not be able to permit alcohol on the grounds without a record of proof of insurance for the museum.
	Alcoholic beverage may only be served to adults ages 21 and older.
	If the renter serves alcohol, he/she is responsible for providing the Freeport Art Museum with a <i>Certificate of Insurance for Host Liquor Liability</i> with no charge to the renter (HLL is covered under homeowner liability insurance). The Freeport Art Museum should be noted as being additionally insured. The Freeport Art Museum strongly recommends the renter not charge any fee which may be considered as a charge for alcoholic beverages. If the renter intends to sell tickets to an event held at the Freeport Art Museum in which alcohol will be served, the renter must obtain a Dram Shop Liquor Liability Policy from the City of Freeport. For more information, please contact the City Clerk's office.

Please complete and return this contract to the Freeport Art Museum with the \$250 security deposit to reserve your rental date. An acknowledgement letter will mailed to you to serve as a receipt for the security deposit, after the payment has been received.

**To pay the \$250 deposit with a credit card** please call 815/235-9755

This rental agreement is between \_\_\_\_\_, referred to as "the renter", and the Freeport Art Museum.

**Renter's Information:**

**Primary Contact:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

(Examples: wedding reception, company/staff event, class reunion, holiday party, family reunion, etc.)

**EVENT DATE AND TIME**—When the renter will host an event at the Freeport Art Museum.

**Date:** \_\_\_\_\_

Setup Time:	:	pm	-	:	pm	=	hours
<i>(the hour prior to the event start time may be used for set up, free of charge)</i>							hours
Event Time:	:	pm	-	:	pm	=	hours
Cleanup Time:	:	pm	-	:	pm	=	hours
<i>(FAM requires at least 30 minutes be designated for clean up)</i>							
<b>Total hours</b>							

**EVENT RENTAL FEES**

Total Hours \_\_\_\_\_ @ \$ 100 per hour = \$ \_\_\_\_\_ (Due 30 prior to the event.)

**LIQUOR LIABILITY INSURANCE WILL BE PROVIDED THROUGH: PLEASE MARK ONE**

\_\_\_\_ The Caterer    \_\_\_\_ The Renter    \_\_\_\_ Liquor will not be served at this event

**CATERING**—The renter is not required to provide the caterer's contact information, however it would be appreciated.

Caterer's Business name: \_\_\_\_\_

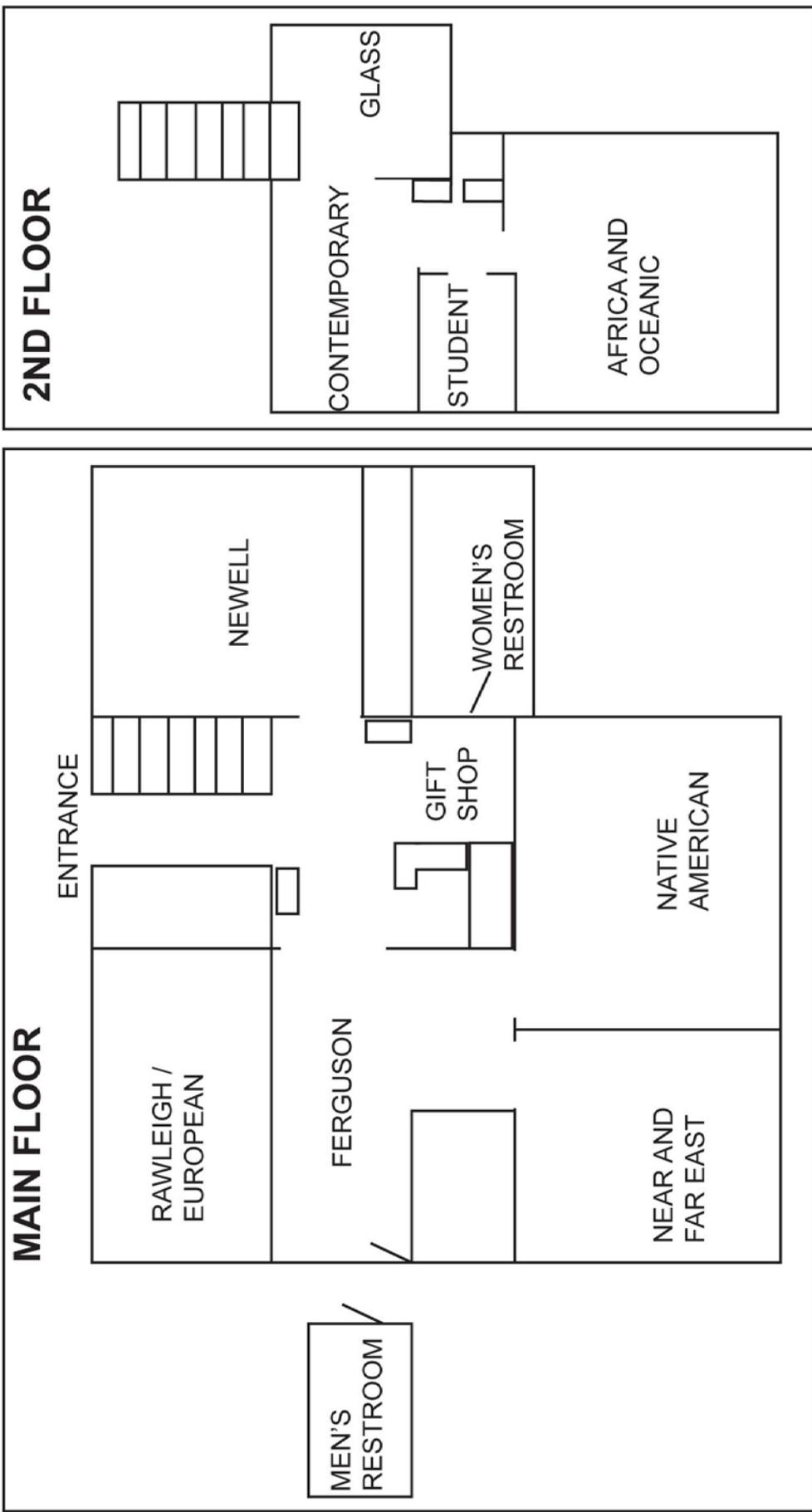
Primary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Renter's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

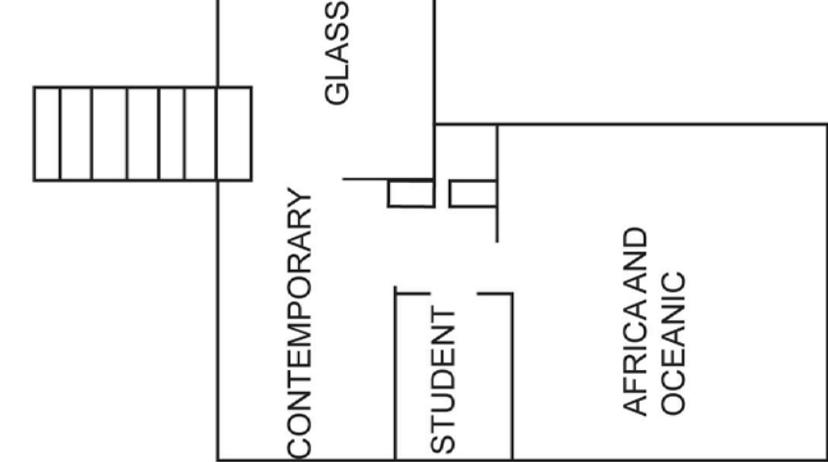
**Freeport Art Museum Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# MUSEUM MAP

## MAIN FLOOR



## 2ND FLOOR



RAWLEIGH / EUROPEAN

NEWELL

ENTRANCE

MEN'S RESTROOM

FERGUSON

GIFT SHOP

WOMEN'S RESTROOM

NEAR AND FAR EAST

NATIVE AMERICAN

CONTEMPORARY

STUDENT

GLASS

AFRICA AND OCEANIC