

CLASSROOM FACILITY RENTAL AGREEMENT



Agreement between Freeport Art Museum (FAM) and _____, referred to as “the renter.”

Please Print Your Name Here

HOURLY RENTAL FEES: The studio classroom is available for \$50 per hour.

HOURS & CAPACITY—Private museum rentals are limited to non-public hours and may extend to as late as 10:00 pm. A seated events can accommodate up to 30 people with 5ft. And 6ft. tables with chairs.

STAFF LIASION— A staff member of FAM will be present during the event to supervise the museum and close the building at the end of the scheduled rental time. The renter is responsible for coordinating the setup.

SETUP & HOUSEKEEPING—The renter is responsible for all setup and cleanup including: tables, chairs, art supplies and trash. .

SECURITY DEPOSIT: No deposit is required for renting the classroom.

EVENT RENTAL PAYMENT: Separate from the deposit, event rental payment is due in full, 24 hours prior to the event. Failure to make payment will result in cancellation of your event.

CANCELLATIONS: Cancellations may be made up to 48 hours prior to the rental.

SUPPLIES—The **renter must supply** their own table cloths, linens, dishes, paper products, flatware, etc. Renters may need to check with their caterer for such items. The museum cannot supply table cloths or other such event/party supplies.

DECORATIONS—The renter must get FAM approval before installing any decorations. FAM reserves the right to remove any decorations that are deemed unsafe or inappropriate for an art museum. Open flames are not allowed in the museum, this includes candles. Following the event, the renter is responsible for removing all decorations from the building.

DAMAGE—The renter is responsible for any damage to the museum, or its contents, occurring during the set-up, the event or during the clean-up.

ALCOHOL—Alcohol may not be permitted at your event without providing a proof of liquor liability with Certificate of Insurance naming FAM as additional insured. Individuals are recommended to check with their homeowners insurance policy for certificate options. **Notification must be given to museum staff 30 days prior to the event.** Alcoholic beverage may only be served to adults ages 21 and older during non-public hours.

If the renter serves alcohol, he/she is responsible for providing the Freeport Art Museum with a Certificate of Insurance for Host Liquor Liability 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.

PARKING—The renter is encouraged to direct guests to park in the lot behind the building. FAM is not responsible for any damage to automobiles and their contents while parked in the lot or on the streets surrounding the facility. Handicap parking is available on the north side Of the building, however it may be easier to access the front door by either dropping off from or parking on the street.

HANDICAP ACCESSABILITY— The second floor classroom entrance is handicap accessible.

Please call the Freeport Art Museum to inquire about the rental date. After FAM confirms your date is available, complete and return this contract to the Freeport Art Museum to reserve the classroom rental date.

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

Rental Function _____ Date _____

Complimentary **SETUP**, 1 hour prior to the event start time _____ = no charge

Additional **SETUP** Starting time _____ - _____ = _____ hours
*The hour prior to the start of you event will be available free of charge.
Additional setup time is subject to the hourly rental rate.*

Starting time for **EVENT** _____

Ending Time including **CLEANUP** _____ = _____ hours

CLEANUP (minimum 30 minutes) _____ - _____ = _____ hours

Total Hours (less 1 complimentary setup hour) _____ @ \$ 50 per hour = \$ _____

CATERING—The renter or caterer (give name) _____
will start setting up at (time) _____.

Caterer's contact name _____

Caterer's phone _____

LIQUOR LIABILITY INSURANCE WILL BE PROVIDED THROUGH: PLEASE MARK ONE

____ The Caterer ____ The Renter ____ Liquor will not be served at this event

Renter's Information:

Primary Contact _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____

Renter's Signature _____ **Date** _____

Freeport Art Museum Signature _____ **Date** _____

The section below will be completed by museum staff.

Deposit Paid: Date _____ Amount \$ _____

Check # _____ or Visa / MC / Discover last 4#s _____ or Cash _____

Paid in Full: Date _____ Amount \$ _____

Check # _____ or Visa / MC / Discover last 4#s _____ or Cash _____