

**REGULATIONS FOR RENTAL OF
THE COLUMBUS MUSEUM**

STATEMENT OF POLICY: The Columbus Museum is available for rental to individuals, non-profit organizations and corporations. All functions must be deemed appropriate to the facilities and must not interfere with normal working conditions. The Museum reserves the right to deny facility usage to any group for any program which is inconsistent with the Museum's purposes or reputation. The Executive Director of the Museum and the Special Events Coordinator have the authority to take action and make decisions which are in the best interest of the Museum's safety, security and image in the community it serves. **Fund-raisers, political or otherwise, will not be permitted.**

FACILITY USE RATES

SECURITY DEPOSIT (Due at signing of contract)

\$250 Refundable Security Deposit
\$400 Refundable Security Deposit (If red-based food or drink on menu)

FACILITY RENTAL RATES (Due 14 days in advance of event)

WRIGHT ROOM

Daytime: \$200/hour, no clean up fee
Evening: \$300/hour, no clean up fee
Two-hour rental minimum on evening rentals
Rates to begin at 5:00 p.m. for evening rentals

PATRICK THEATRE

Daytime: \$200/hour, no clean up fee
Evening: \$300/hour, no clean up fee
Two-hour rental minimum on evening rentals
Rates to begin at 5:00 p.m. for evening rentals

GALLERIA

Daytime: \$300/hour
Two-hour minimum cleanup at \$125/hour
Evening: \$600/hour
Two-hour minimum cleanup at \$125/hour
Three-hour minimum rental time required
Rental fee starts when actual event starts
(Shorter, Leebern and Hardaway Galleries open during evening Galleria events as long as an exhibit is available)

FOUNTAIN TERRACE AND ROSE GARDEN

Daytime: \$300/hour
Two-hour minimum cleanup at \$125/hour
Evening: \$600/hour
Two-hour minimum cleanup at \$125/hour
Three-hour minimum rental time required
Rental fee starts when actual event starts

Chairs and tables included

Daytime is defined as (10 a.m. to 5 p.m. Mon. - Saturday) and (1 p.m. to 5:00 p.m. on Sun.)

Evening is defined as all other times.

CONTRACT/SECURITY DEPOSIT/FACILITY USE FEE

Security Deposit

Receipt of the contract, accompanied by the \$250 security deposit, will guarantee the reservation. A contract must be signed at least one month in advance of the rental date. Reservations are not considered complete until the security deposit has been received and all parties have signed the contract. The deposit will be refunded if the building is left clean and orderly after the event, and all contractual stipulations are met. **The deposit will not be refunded if the event is canceled less than two weeks before the scheduled date.**

Facility Use Fee

In addition to the security deposit, full payment of the rental facility fee is due 14 days in advance of the event. Otherwise, your event will be canceled. Any additional charges incurred will be billed by the Columbus Museum on the day following your event. Payment of the minimum clean-up charge (two hours at \$125/hour) of \$250 must be paid together with the rental fee. Any additional clean up charges will be deducted from the security deposit or billed after the event if the security deposit is not sufficient. **The rental fee is non-refundable if cancellation of the event occurs less than 14 days prior to date of scheduled event.**

CAPACITY FOR MUSEUM RENTAL SPACES

Turner Galleria	Approximately 400-500 for buffet or cocktail receptions Maximum 208 for seated dinners 14 tables (112 people) inside the Galleria 12 tables (96 people) in the ring outside the Galleria
Patrick Theatre:	298 seats
Wright Room Only:	150 standing, 150 seated auditorium style, 100 seated at round tables

COLUMBUS MUSEUM RENTAL RULES AND REGULATIONS

1. **No food or drinks are ever allowed in the museum galleries.** The use of red-based punch or Kool-Aid inside the Museum is prohibited. Use of plastic cups and plates is encouraged, but not required. **Use of red wine or red based-food is highly discouraged and will Require a \$400 security deposit.** If extra cleaning is required because there are red-based items in your menu, then \$200 of the security deposit will not be refunded. If any red-based food or drink is spilled it will need to be cleaned up immediately to prevent any permanent damage to the facility.
2. Each group renting the Museum facilities will appoint one person to be responsible for making arrangements with Museum personnel and for supervising the event. This person will be present during the entire event and will ensure that the Museum's rental policies are followed by the renting organization and caterer.
3. All invitations or related printed materials must be pre-approved by the Museum's Special Events Coordinator prior to final printing.
4. Any additional cleaning charges will be deducted from the security deposit or billed after the event if the security deposit is not sufficient.

5. If there are changes to be made with any arrangements, this must be done at least three (3) days in advance of the event. If no changes are made by this time, it will be assumed that there will be no changes made on the day/evening of the event by either the Museum or the renter. Changes made after the deadline are entirely subject to the discretion of the Museum.
6. Additional fees, if any, will be determined at the time of contracting, depending on any extraordinary requirements which would affect normal operations.
7. The Special Events Coordinator of the Columbus Museum will be on call for all events. Also, please address an invitation to the event to *Charles T. Butler, Director, Columbus Museum, 1251 Wynnton Road, Columbus, Georgia, 31906.*
8. The renter is responsible for the conduct of invited guests.
9. Smoking is not permitted inside the Museum.
10. The renter must remind his or her service personnel that they are working in a Museum and special care needs to be given in setting up and cleaning afterwards.

ALCOHOL

The renter is responsible for enforcing laws concerning alcoholic beverages. These regulations include:

1. Bartenders must be at least 21 years of age. Alcoholic beverages must not be provided or served to persons below the legal age, and cannot be served at any function where a substantial number (more than 25%) of guests are under the age of 21. Non-alcoholic beverages must be made available.
2. If a guest appears to have exceeded his/her limit of alcohol, the renter shall not serve any additional alcohol to that person and a reasonable effort must be made to arrange a safe trip home.
3. Alcoholic beverages may not be served or consumed in areas open to the public between the hours of 9:00 a.m. and 5:00 p.m., Tuesday through Saturday, and 1:00 p.m. to 5:00 p.m. on Sunday.
4. Service of alcohol must be discontinued at a reasonable time, at least 30 minutes before an event is scheduled to end. No one will be permitted to leave the Museum carrying an alcoholic drink.
5. It is the responsibility of the renter to see that all City and State laws regarding the use of alcoholic beverages are adhered to.

CATERER

Choice of caterer, rental company and other services are all subject to the discretion of the Museum. The Museum reserves the right of final approval of caterers. The renter will be responsible for ensuring that caterers clean up thoroughly; this includes depositing all trash in the correct outside containers or carrying it away with them. **Caterers must provide their own trash bags. Failure to do so may result in forfeiture of deposit. Protective floor coverings must be placed under bar or carving areas.** The renter is responsible for seeing that the caterer: 1) makes an appointment to meet with the Museum's Special Events Coordinator at least two weeks prior to the scheduled event, and 2) reads and signs the Catering Rules and Regulations form.

CHAIR - TABLE - BREAKDOWN – SETUP

We have 195 chairs; 24 round 60" tables, seating 8 people each, and about 15 rectangular, 6-foot tables. The Museum has limited table and chair linen available for rent. All rental equipment brought in by the renting party must be approved by the Special Events Coordinator. Placement

of all furniture must be approved by Museum personnel so as not to obstruct the flow of traffic and fire escape routes. For weekday events, all rental equipment, including chairs, tables, etc., needs to be broken down and removed from the Museum immediately following the event or before 10:00 a.m. the next day. For a Saturday evening event, rental equipment must be picked up on the Monday following the event before 10:00 a.m. The renter will be solely responsible for any damage that might occur to the rental equipment brought in by the renting party (outside rental equipment) while at the Museum.

The Museum staff will store the outside equipment in the Wright Community Room or in the Loading Dock area until it is picked up by the rental company. **The Museum and its personnel will not at any time be responsible for the wear and tear of any outside rental equipment.**

DANCING/MUSIC/BANDS

The renter must notify the Special Events Coordinator in advance if the event plans to include musicians. The electrical specifications need to be approved.

DECORATIONS

Use of any decorations other than cut floral arrangements must be specially approved. A complete written description of proposed decorations must be submitted in writing one week prior to the rental date. Artificial greenery may be used to decorate the railing in the top of the Galleria and may be placed on the stairwell leading down into the Galleria as long as the brass railing handles are not covered. Use of real greenery for decorations along the railings is highly discouraged due to risk of bug infestation. Strict fumigation procedures must be followed by anyone wishing to use real wild greenery and must be approved by the Special Events Coordinator. Greenery from a florist is allowed. **All decorations must be freestanding.** All signs are subject to approval before the event. **Museum objects on exhibition will not be moved/removed** from gallery spaces. Decorations must be removed immediately following the event. **No candles** are allowed. **No helium-filled balloons** are allowed. Throwing of rice, birdseed, etc. is prohibited inside or outside the Museum. Rose petals may be thrown **outside** the Museum only.

FOOD/DRINKS

No food or drink can be taken into the Patrick Theatre, galleries or exhibition areas.

GALLERIES/EXHIBITS

Viewing of the Yarbrough, Hardaway, Leebern and Shorter permanent collection galleries is included with rental of the Museum. For access to exhibition galleries, there are additional costs for adequate security. The number of guards needed will be determined by the Chief of Security and will determine final fees. Use of additional galleries must be approved at least one week in advance of the event. Additional galleries include: the *Chattahoochee Legacy* history gallery; *Transformations*, the hands-on discovery gallery; and the **upper** floor exhibition galleries, featuring changing exhibitions.

HOURS/SET-UP

Regular Museum open hours are 10 a.m. to 5 p.m., Tuesday-Saturday; 1 p.m. to 5 p.m., Sunday; and closed to public on Mondays. In addition, the museum is open until 8 p.m. on each Thursday of every month. For evening events, florists, caterers, etc. may use the Wright room for set up subject to availability and preparation starting no earlier than approved by Special Events Coordinator. Tables and chairs may also be set up in the Galleria but not before 2:00 p.m. Setup in Museum areas **outside of the Galleria and Wright** room may begin **no earlier than 3:00 p.m.** On Mondays, when the Museum is closed, setup may begin at 1:00 p.m., subject to space availability and adequate security personnel. No rental period will extend past 1:30 a.m., including breakdown. After 1:30 a.m., the renter will forfeit the security deposit. **All setup and breakdown times for any event must be approved by the Special Events Coordinator and**

will be granted according to space availability. It is recommended that events end by 11:30 p.m. to allow for adequate cleanup time.

KITCHEN

Cooking inside the Museum is allowed only in the kitchen area. The Museum's fire code forbids use of open flames or candles inside the Museum. The Museum kitchen has a complete catering kitchen with oven/stove unit, refrigerator/freezer, automatic dishwasher and ice machine. The oven/stove is equipped with an exhaust hood but due to the Museum's sensitive smoke detectors, heavy cooking is discouraged. The oven and stove unit is more suited for warming foods prepared off site. Use of Sterno is allowed.

PARKING

There are 136 parking spaces at the Museum. Additional parking outside of the Museum lot and security is the sole responsibility of the renter. Parking is available at the library. Parking is not available across the street in the office buildings or in the CFA lot. Please encourage your guests to carpool. You may also want to hire valet parkers to assist your guests or hire an off-duty policeman to help direct traffic. Ask the Special Events Coordinator for more information on parking.

PHOTOGRAPHY

Flash photography is limited to the overall views of the front foyer, Patrick Theatre, and Galleria areas of the Museum. Flash photography is harmful to art objects and security cameras, and in addition, the Museum and its agents are restricted by contractual obligations from photographing certain exhibitions. If the renter employs the services of a professional photographer, he/she must be briefed by the Museum staff as to photographic restrictions.

SECURITY

Security agents employed by the renter will work directly under the supervision of the Museum's chief of security and will abide by the Columbus Museum's security rules. The Columbus Museum security rules apply at all times and at the Museum's directive. The renter will be solely responsible for the security agents employed by the renter.

STORAGE

The Columbus Museum does not provide storage for equipment or goods and assumes no responsibility for loss or damage.

THEATRE/AV EQUIPMENT

No food or drink will be permitted in the Patrick Theatre. If the Patrick Theatre auditorium rental requires use of slide equipment, video or film projection, or computer projection, advance notice is required. The Museum equipment is available at no extra cost. All uses of extension cords or electrical equipment must be approved and supervised by Museum personnel. **Any use of Museum's auditorium equipment is restricted to operation by Museum-approved audio-visual technicians - see Special Events Coordinator for a list of these technicians.** NOTICE: the A-V equipment in the auditorium must be left in its original condition at the conclusion of any outside use. Any altering or unauthorized tampering with equipment will result in the forfeiture of the security deposit.

INDEMNIFICATION

By signing this contract, the renting party agrees to indemnify the Columbus Museum and hold it harmless from any and all liability or danger resulting from the renting party's use of the Museum, including any damage or liability caused by the renting party, its guests, agents and employees who are at or involved with the use of the Museum by the renting party.

RENTAL FEE _____ (actual time of reception x rate)

CLEAN UP FEE _____ (minimum of 2 hours at \$125/hour)

CHAIR COVER RENTAL

White, Ivory or black backs _____ \$1.00 each

White full with sash _____ \$5.00 each

TABLE LINEN RENTAL

White, ivory or black
120" round _____ \$15.00 each

White, ivory or black
90 x 132 banquet _____ \$15.00 each

ADDITIONAL SERVICES _____

TOTAL AMOUNT DUE _____ (payable 14 days in advance of event)

CORPORATE DISCOUNT _ (_____) _ (15% - Business Leadership Partners)

TOTAL DUE WITH DISCOUNT _____ (due 14 days in advance of event)

SECURITY DEPOSIT _____ (\$250 or \$400 if red-based food or drink on menu)
(Due upon signing)

I have read and agree to follow the rules and regulations listed in this contract and understand that any additional charges incurred by me will be billed by the Columbus Museum the Thursday following the event. I further agree to abide by and be responsible for all the obligations and terms of this agreement.

Signature of Authorized Renter _____ Date _____

Signature of Museum Agent _____ Date _____

FOR MORE INFORMATION PLEASE CONTACT:

Wren Gilliam
Special Events Coordinator
Columbus Museum
1251 Wynnton Road
Columbus, Georgia 31906
706-748-2562 #20 phone
706-748-2570 fax

The Columbus Museum

Caterer Responsibilities

Licenses Caterers operating at The Columbus Museum must maintain a current off-premises catering business license and current liability coverage. The caterer will also cause his/her insurance company to name The Columbus Museum as an additional co-insured party for each event held at The Columbus Museum. The Columbus Museum requires that copies of these documents be made available for its files prior to the catered event. No exceptions will be permitted.*

Cleanup All areas used by the caterer, including the kitchen and all its equipment must be cleaned at the conclusion of the event. Cleanup includes but is not limited to the following:

1. Kitchen floor free of debris.
2. Galleria floor free of debris.
3. Wright Room floor free of debris; vacuuming not necessary.
4. All Museum equipment used for event properly cleaned and stored.
5. Stove, oven, exhaust fan all turned off.
6. Dishwasher turned off and drained.
7. All counters wiped clean.
8. Any rental equipment to be left overnight for pick up Monday must be cleaned.
9. All trash cans emptied and relined.

Failure to use reasonable care in the use of the facilities and property, and failure to clean up sufficiently will result in a cleaning violations charge. The amount of this charge will be based on the cost of cleanup or repairs incurred by the Museum. In addition to cleaning requirements, the caterer is responsible for the replacement or repair of broken or damaged property except for normal wear and tear.

The caterer must provide his/her own trash bags. Failure to do so may result in forfeiture of the renter's deposit.

Equipment All caterers' equipment must be removed the day of the event. The Columbus Museum is not responsible for lost, stolen or damaged caterer's property.

Food/Beverage

Food and beverages are not allowed in the galleries or anywhere near uncovered artwork. Reasonable care must be taken to preserve the carpeted areas. The use of red-based Kool-aid or punch is prohibited. The use of other red-based menu items is not encouraged and should be carefully considered. There is a special \$400 security deposit required in case extra cleaning is needed to resolve any stains caused by the red-based food/drink.

- Liability** The caterer is responsible for any illness or injury resulting from food preparation and food and alcohol consumption caused by the negligence of the caterer or its employees. The Columbus Museum will not bear any liability for rental equipment shortages (plates, glasses, tables, etc.) for non-Museum functions.
- Kitchen** The Museum kitchen has a complete catering kitchen with oven/stove unit, refrigerator/freezer, automatic dishwasher and ice machine. The oven/stove is equipped with an exhaust hood but due to the Museum's sensitive smoke detectors, heavy cooking is discouraged. The oven and stove unit is more suited for warming foods prepared off site.
- Setup** The caterer may begin setup no earlier than 1:00 p.m. for an evening event scheduled in the Museum. The setup area will be limited to the kitchen and Wright room until 3:00 p.m. so visitors to the Museum will not be interrupted. Other parties may be using the Wright Room at the same time, such as florists or other decorators. It is the responsibility of the renter working in tangent with the Special Events Coordinator to see that multiple use of the Wright Room before an event will not be a problem to those parties involved. **All set up times must be approved by the Special Events coordinator and will be granted on a space availability basis.**

ANY COSTS TO THE COLUMBUS MUSEUM RESULTING FROM THE FAILURE OF THE CATERER TO MEET THE TERMS OF THIS AGREEMENT WILL BE BILLED TO THE RENTER. THESE COSTS INCLUDE CLEANUP, LABOR AND REPAIR OR REPLACEMENT OF DAMAGED OR MISSING MATERIALS.

As the event caterer, I have read the above rules and regulations, reviewed the catering information in the contract and have made an appointment to meet with the Special Events Coordinator to discuss details and setup. _____

Caterer's Initials

Signature of Caterer

Signature of Renter

Date

***If the caterer's business license is current and already on file with the Museum it is not necessary to turn this document in again. Please indicate if this is your situation by initialing here _____. However, each caterer must still cause his/her insurance company to name The Columbus Museum as an additional co-insured party for each event held at The Columbus Museum.**

INDEMNIFICATION CONTRACT

By signing this contract, the renter agrees to indemnify the Columbus Museum and the Muscogee County School District and hold them harmless from any and all liability or danger resulting from the renting party's use of the Museum, including any damage or liability caused by the renting party providing its own catering and beverage service for the event listed below.

Description and Date of Event:

Signature of Renter

Date