



Rental Guidelines and Policies 2019

For Non-Profit

(v. 2019, updated 2020)

Scheduling and Availability

The Somerville Museum (MUSEUM) will reserve its facility and an event date along with a facility reservation and set-up will be scheduled for a renter once a signed Rental Agreement and booking fee have been received. All rental events will be reviewed on a case-by-case basis. The Rental Agreement covers the duration of a _____ event and allows an hour before and afterward (_____) for setup and break down. Renter must meet with the MUSEUM's Director or Assistant Director to walk through the venue in order to discuss logistics, floor plans, deliveries, and facility concerns several weeks prior to the event.

This contract for the rental of a venue is made this day, _____, by and between **The Somerville Museum**, hereafter referred to as the MUSEUM, and _____ hereafter referred to as the Renter.

Eligibility

The MUSEUM can accommodate a variety of events to suit the needs of our rental guests. However, the following types of events are not permitted: fundraising events for other organizations, political functions or select promotional events.

Within the eligibility criteria described above, the MUSEUM will not discriminate in the renting of its facility on the basis of color, race, national origin, religion, sex, age, or physical handicap. All Renters must sign and agree to the terms listed in the MUSEUM's rental contract.

Facility Rental Fee and Cancellation Policy

The Museum facilities, including great hall, small exhibition gallery, restrooms and small kitchen can be rented for a minimum Facility Rental Fee of **\$125/hour**, with a four **(4) hour minimum**. Events that require more extensive set up/break down than can be done in two hours on the day of the event, are required to work with the Director or Assistant Director to establish a schedule for deliveries, set up/break down and clean up/removal from the site of all non-Museum materials.



Note that the kitchen is only used for warming items and micro-waving food, rather than for cooking. *Fees as listed are subject to change. Check with the Museum's Director or Authorized Representative for current prices.*

Tentative reservations may be held for no more than five business days pending the signing of the Museum's Facility Rental Agreement and the payment of the Facility Rental Fee Deposit.

A deposit of 50% of the Facility Rental Fee is required in order to book an event at the Museum. This fee can be refunded within three business days of the signing for whatever reason; however after this period, the fee is nonrefundable.

Renters are required to pay an additional \$300 Damage/Maintenance/Cleaning deposit by at least one week prior to the event. All or part of this deposit will be refunded based on the final condition of the premises after the event as determined by the Director or Director's authorized representative. For example, red wine stains, broken glass, damaged equipment, and cake on the carpet could result in extraordinary cleaning fees above those anticipated in the Facility Rental Fee. If for any reason the damage, maintenance or cleaning costs exceeds the deposit, the Renter agrees to pay the MUSEUM the additional amount. All reimbursable expenses will be billed after the event, and are payable within 30 days.

Written request for a change of date or cancellation must be received by the MUSEUM in writing at least three weeks prior to the scheduled event.

Renter's failure to comply with any of the MUSEUM's regulations may result in the cancellation of the event. If final payment has not been received by one week prior to the scheduled function, the MUSEUM reserves the right to cancel the event.

The Board of Trustees retains the right to deny use of the Museum if the nature of the event is inconsistent with the Museum's mission and purposes.

Any changes to the set up, time or equipment for an event should be approved by the Museum's Director in writing no less than 48 hours prior to the event.

Please note that the Museum currently has no wheelchair access for the disabled at public events. We are actively working to become compliant and request your patience. Your rental fee supports our efforts!



The Renter shall pay to the MUSEUM the sum of:
Event #1 (mm/dd/yy): **\$total cost (\$/hour)**

A 50% deposit of \$_____ must be received by no later than _____ (recommended: 30 days before the commencement of the rental period). The remainder of \$_____ must be received no later than _____.

Security & Security Fees

The presence of MUSEUM security personnel is mandatory for all rental events and is scheduled by the MUSEUM's Director. Estimated security costs are reflected in the MUSEUM's facility rental fees. If needed, any additional security details will be billed in addition to the base rental fee. Extra security requirements should be discussed prior to the signing of the Facility Rental Agreement.

The Somerville Museum will provide security during the event from one hour prior to the start of the event until one hour after its conclusion and the premises are vacated. Therefore, a three-hour event requires five hours of Security staffing. Security is required to safeguard the Museum and its collections during set up, break down and the event. All events should conclude by 11PM, as the Museum is situated in a residential area of the City.

Note that security does not function as personal security for the benefit of the Renter or guests attending the event.

Any extraordinary security requirements must be prearranged with the Museum Director at the time that the event is booked and will incur further security staffing costs, to be paid by the Renter.

Number of Guests

The maximum number of people allowed at a rental event at the MUSEUM is limited under normal circumstances to 200 for cocktail party-like events; for a seated event, 72 - 80 is the maximum.

Usage Guidelines

The Renter will have access to the Great Hall, reception room (minus the desk area), and bathrooms on the lower level. Kitchen access will be limited and granted on a need basis.

In order to protect the MUSEUM's architecture, artwork, art on exhibit, furnishings, and interior décor, renters may not bring in or use any form of "party" decoration without prior written permission from the MUSEUM's Director.



Nails, staples, tape, or banners (posters and signage) must not be posted to the walls without the Director's approval.

Nails, staples, tape or other material may not be posted to the windows, staircase or furnishings ever.

Decoration of the Bulfinch staircase banisters using artificial garlands, fabric or paper (fresh flowers or sprigs may not be used due to the release of resins from the plant material) must not damage the wood in any way. No one with the exception of Museum staff or by special written permission of the Director or authorized Representative is allowed on the Bulfinch staircase.

Glitter, confetti, feathers, rose petals, rice, sparklers, poppers, and other such materials, live plants, lighting, sound systems and AV equipment are not permitted without approval of the MUSEUM's Director and any use of these items will result in the Renter forfeiting their damage deposit, unless prior written permission has been granted.

All décor and signage must be freestanding.

Candles and open flames are not allowed in any circumstances.

When allowed, live plants must be insect-free and provided by a licensed florist.

Photography involving flash, lamps and/or a tripod and filming with a video-camera is not allowed except with permission of the Director.

No art object will be moved for an event, except by permission of the Director or Assistant Director.

Items left on the MUSEUM premises are the sole responsibility of the Renters or guests.

The Renter is considered the host of the event and is responsible for the conduct and actions of invited guests while they are on the Museum premises.

Musical groups and the location thereof must be approved by the Director. Music that is exceptionally loud is not permitted. The Museum reserves the right to lower the sound level during an event. No more than three light-weight musicians are allowed to sit or stand on the upper deck of the Bulfinch staircase at any one time.



Shoes should be removed when walking on the Bulfinch staircase. Only one person should walk on the stairs at any one time and should not put their weight on the railing, as it may fail.

Insurance

Evidence of Insurance (Certificate of Assurance) from the Renter's Insurance Company must be received prior to execution of the MUSEUM's Rental Contract. The Renter shall also sign a Hold Harmless Agreement. Renter assumes full responsibility for damage to any MUSEUM property or equipment, as well as any damage caused by equipment brought on-site by the Renter, Caterer or other vendors, entertainers for the particular event. The MUSEUM's Director and Insurance Agent will determine whether the event is sufficiently covered by the Renter's insurance. See **Catering** section for insurance required of the Caterer.

Deliveries

The Renter must arrange to be present at the MUSEUM during deliveries and must give prior arrangement (at least three days notice), to the MUSEUM's Director in order to assure that staff and security personnel are present during these times. Renter must bring sufficient labor and equipment to load, unload, and carry equipment for event usage.

Catering

- The Museum's kitchen is equipped for warming, not cooking.
- The Caterer must pay a cleaning deposit of \$300, which is refunded if the kitchen is left in good order.
- All Caterers must provide to the Museum a "Certificate of Insurance" with liability coverage in the amount of at least \$5,000,000, a copy of their Privilege License and Food Permit. If the Caterer is to serve liquor for the Host, proof of additional liquor liability coverage must be included on the "Certificate of Insurance."
- The kitchen floor, mop room, and all Museum kitchen equipment must be left clean to Health Department standards and in their original order.
- The Caterer must place all garbage in the exterior lidded garbage cans.
- Caterers must sign a completed CLEAN UP CHECKLIST and give to Security after each event.

The MUSEUM has a list of suggested caterers from which to choose. The Museum's Director has final approval of the choice of caterer and food and beverage menu. This must be submitted at the time of booking or within three weeks of the event. Foods and beverages should not damage the rugs or other parts of the Museum's interior if they are spilled. Open flames are not permitted at any time.



Electrical, Heating, Cooling, Lighting Requirements

The cost of utilities is included in the Facility Rental Fee. However, extraordinary electrical, heating, cooling or lighting requirements foreseen for the event should be determined and priced as additional amenities prior to signing the Facility Rental Agreement. The Renter is responsible for paying for the utilities beyond the usual.

Preparation and Clean-Up

The Renter is responsible for setting up the event as it has been described in the approved Facility Rental Agreement and for cleaning up and leaving the premises in good condition after the event is over. If permission has been given to utilize Museum equipment and furniture, such as chairs, tables, table cloths, projector, projector screen, podium, extension cords, trash cans, or other as described in the Rental Agreement, the Renter is responsible for putting these items away in clean condition and emptying the trash.

The Renter is responsible for all rental spaces being left in a clean and orderly condition. All equipment must be removed immediately following the event. The Museum hires a cleaning company to clean the facilities prior to the event and to vacuum the rugs and empty the garbage cans on the first floor and restrooms after every event. The fee for this cleaning is included in the Renter's Facility Fee.

Special requests for storage should be approved at least two weeks prior to the event by the Museum's Director.

Alcohol

Alcohol may be served on the premises as part of a private party. However, it may not be bought or sold. The Renter must comply with all city and state laws, rules, and regulations concerning alcohol consumption.

Printed Material and Publicity

For Events Open to the Public: The MUSEUM's Director reserves the right to approve in advance all invitations, posters, announcements, flyers, signs, or other marketing collateral pertaining to rental



events open to the public, including press releases, This process helps to insure that proper communication efforts are met on behalf of the Renter and the MUSEUM. The MUSEUM does not provide mailing lists, marketing or publicity for rental events.

Smoking

In order to protect the artwork and exhibitions, the MUSEUM is a smoke-free environment. Smoking is not permitted anywhere inside the building, or elsewhere on MUSEUM property. Failure to comply with this policy will result in a minimum additional fee of \$500.00 per incident.

Note that this rental fee is a subsidized price by the Museum and is only allocated to specifically approved Non-Profit Performers who wish to utilize the Museum’s performance space. The Somerville Museum should be credited in all advertising and publicity of the event by the Nonprofit Organization as a supporting institution. The event will be promoted on the Museum’s website and in City calendars as a Museum-sponsored event. The Somerville Museum logo shall be incorporated into the publicity and advertising of the event by the Nonprofit Organization.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter’s Signature, date	MUSEUM Signature, date
Printed Name and Title	Printed Name
Address (Street, City, State, Zip Code)	Address (Street, City, State, Zip Code) 1 Westwood Road, Somerville, MA 02143
Phone or Text	Phone: 617-666-9810
Email	Email: info@somervillemuseum.org
<i>Note which is the preferred method of contact</i>	