

FACILITY/ CLASSROOM RENTAL AGREEMENT

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

Please Print Your Name Here

1. **HOURLY RENTAL FEES:** \$100 per hour rents the main floor. The first hour of setup is complimentary.
2. **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 140 place settings on the main floor. This includes: 10 round 5ft. tables with 8 chairs, 2 round 4ft. tables with 6 chairs, and 6 rectangular 6ft. tables with 6 chairs. (Please be advised, the museum cannot provide table cloths for the tables)
3. **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 of the event and the caterers.
4. **SETUP & HOUSEKEEPING**—The renter is responsible for all setup and cleanup including: tables, chairs, trash and washing and putting away any dishes used during the rental. All trash must be taken out by the renter.
 - *For an additional \$25 setup fee* and at the request of the renter, the museum staff will setup of the tables and chairs prior to the renter's scheduled setup time. A 48 hour advance notice is required for this service.
 - *For an additional \$80 fee*, the renter may request a trash dumpster be ordered for large events where the trash will not fit in our 65 gallon trash can.
5. **SECURITY DEPOSIT:** A security deposit of \$250 is required to hold the date for the Museum. As long as no damage to the Museum or its Collection has occurred; a refund of the entire amount will be sent to the renter 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.
6. **EVENT RENTAL PAYMENT:** Separate from the deposit, the event rental payment is due in full at least one week prior to the event. Failure to comply may result in cancellation of your event.
7. **CANCELLATION:** The \$250 security deposit is refundable only if the event is canceled at least 30 prior to the event date. The deposit will be refunded within 30 days.
8. **EQUIPMENT**—The renter is welcome to use the following equipment belonging to FAM:
 - 140 white plastic patio chairs, 6 6ft. rectangular tables, 2 4ft. round tables, and 10 5ft. round tables
 - 2 40 gal. trash cans, 3 10 gal. trash cans.
 - *If the renter uses the following items from the kitchenette*, the renter is responsible for washing all items and putting them away by the end of the scheduled clean-up time: 1 punch bowl, 1 42-cup coffee urn, 100 wine glasses.
 - 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.

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9. **KITCHEN**—The renter is welcome to use the kitchenette which has a refrigerator/freezer, oven/ stove, sink, small microwave, and dishwasher. It must be returned to its original state when the event is finished.
10. **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.
11. **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.
12. **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. Please refer to the **#5 SECURITY DEPOSIT** section for more information regarding damages.
13. **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.
14. **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.
15. **HANDICAP ACCESSABILITY**— Only the first floor main entrance and second floor classroom entrance are handicap accessible. The museum does not have an elevator connecting the lower level and the main floor. Traveling between floors will require stair or individuals will need to exit one level in order to walk around the building and enter through another door.

Please complete and return this contract to the Freeport Art Museum with a \$250 security deposit to hold your date. An acknowledgement letter will serve as a receipt for the security deposit and will be mailed to you after payments are received.

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

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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 your 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) _____ @ \$ 100 per hour = \$ _____

RENTAL AREA: MARK ALL THAT APPLY:

_____ MAIN FLOOR GALLERIES _____ SECOND FLOOR GALLERIES _____ CLASSROOM

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** _____

Use this map to mark where you would like tables and chairs setup for the event.

