

# ALLEN COUNTY MUSEUM RENTAL POLICY FOR PUBLIC HOURS USAGE

This policy provides guidelines and requirements that govern the use of the Museum. Revised 5/13/2013

## **TYPES OF EVENTS THAT MAY BE HOSTED DURING PUBLIC HOURS**

Events may include organization or corporate meetings, conferences, luncheons, ceremonies,

lectures, recitals, and private receptions. We are unable to accommodate religious events, weddings

or wedding receptions, parties or any private function requiring an entrance or admission fee.

The Allen County Historical Society reserves the right to accept or reject any proposed function on a case-by-case basis.

## **GUIDELINES AND REQUIREMENTS (All events must comply with these requirements.)**

### EVENT HOURS

- "Public Hours Usage" refers to daytime hours and normally includes times when the Museum is open to the public.

- The Museum may be rented for approved day-time functions:

Tuesdays through Fridays, from 10 a.m. to 4 p.m.

Saturdays, from 9 a.m. to 3:30 p.m.

Sundays, from 1 p.m. to 3:30 p.m.

- The Museum is closed to the public on Mondays and requests for use of the facility on a Monday will be treated as a "special request" and may include additional fees depending upon the type of event.

- We are not available on Sunday mornings, scheduled holidays, or during the annual Christmas Tree Festival.

- Please note that we have standing arrangements with groups using the Folsom Auditorium on certain Saturdays and Sundays each month.

- Use of the Museum on a Saturday morning will require Museum staff to come in and fees will apply accordingly.

## **DECORATING & OTHER CONCERNS**

- The Museum/Historical Society does not permit lit candles or open flames at any time.
- Potted plants are prohibited but cut flowers are permitted.
- No glitter, confetti or other small, loose decorations may be used on the premises.
- No taping, stapling, or nailing decorations to walls or displays.
- No decoration of any type can be placed on exhibits or collection items.
- All decorating plans must be approved by Museum staff prior to the event.
- Any permits or licenses required by the city, county, state or federal governments, as well as performance licensing agents are the responsibility of the lessee.
- Please ask your guests to confine their food and drinks to the tables and not carry these items around near the collections. The accidental spilling of food or drink on collections can cause irreversible, permanent damage for which you are responsible.
- Tuning of the piano, or work on the Page Theater Organ, must be requested well in advance of the event [allowing enough time to schedule the service], and will result in additional charges. Lessees are not permitted to select their own vendor to perform this work.
- Only an experienced organist may perform on the Page Theater organ. Please arrange this with the Museum staff in advance of your event.

## **SECURITY**

- Additional security is usually not required for small day-time functions. The Museum staff will inform you if they feel that additional security will be needed.
- We require that one person, [museum staff or volunteer], be posted at the entrance to the facility if the event begins prior to when the Museum opens to the public.
- All individuals are expected to adhere to standard museum safety and security regulations and maintain proper order and decorum.
- Events or individuals must not create any hazard or impose undue hardship to the Museum facility, its collections, personnel, or guests.
- Individuals are not permitted to enter non-public spaces of the building; areas that are roped-off, or areas where the lights are off.

## **PARKING**

Any group using the Museum during normal hours of operation, may not impede the general public's ability to visit and enjoy the Museum. Groups requiring more than ten parking spaces between the hours of 1-5 pm will need to

use off-site parking. You are required to let us know of your needs so that we can arrange for parking with one of our neighbors. You are responsible for informing your guests where to park.

## **INSURANCE**

- If your day-time event's guest list exceeds 100 people, you must provide proof of insurance at least one week prior to the event, [certificate of insurance naming the Allen County Historical Society as an additional insured – minimum of \$1 million]. Failure to do so will void the contract.
- The lessee is personally and solely responsible for the event and any damage that may result to the building, its contents and the grounds, as well as for the conduct of any guest attending the event.
- The lessee will indemnify and hold the Allen County Historical Society and Museum harmless from any claim, demand or suit made or filed by any person or entity based on any incident or accident which might occur, or be alleged to have occurred, either during or in any way related to the event scheduled by the host member.  
This indemnification shall include any damages, costs, or fees incurred by or entered against the Allen County Historical Society and Museum.

## **PERSONNEL**

- Normally, events that are scheduled during public hours of operation do not require additional Museum staff.  
However, if your event requires extra personnel or large time commitments from Museum staff, additional fees may apply.
- The number of Museum staff required at a given function will depend on the size and needs of the event.
- A minimum of one staff person is required during hours when the Museum is not open to the public, such as a Saturday morning.
- Staff time fees begin when the first service providers, hosts, or guests enter the building. For example, if your event is scheduled to start at 10 AM on Saturday, but your workers need in the building at 9 AM, staff billing will begin at 9 AM.
- If your event runs past the public closing time of the building, additional fees will apply.

## **USE OF MUSEUM EQUIPMENT**

- The Museum has tables and chairs that may be rented for events. Please let us know what your equipment

needs are to be sure we have what you need. A set-up/tear-down/custodial fee will apply.

- Depending on what space you will be using, we may be able to provide DVD/CD player, screen, projector, podium, microphone, piano, music stands, etc.
- The Museum does not provide dishes, table cloths, flatware, coffee makers, extension cords, electrical strips, etc.

## **CANCELLATIONS**

- Deposits will be returned if an event is cancelled seven days or more in advance of the scheduled event.
- Cancellations that occur between 48 hours and 7 days from the scheduled event will forfeit 50% of the deposit.
- Cancellations occurring 48 hours or less before a scheduled event will forfeit 100% of the deposit.

## **CATERING, FOOD & DRINK**

- No alcohol may be served in the building during public hours of operation.
- The Museum/Historical Society uses a preferred list of caterers. Those not on the preferred list must be approved by the Museum Staff and are expected to meet the same standards as approved vendors.
- All vendors must provide proof of insurance.
- The Museum requires all contact information for contracted vendors.
- Caterers will have access no more than one hour before and one hour after the scheduled event to perform set-up and tear-down unless other arrangements have been approved.
- Additional time for set-up or tear-down may incur additional charges.
- Set-ups occurring during public hours of operation may not impede the public's ability to enjoy the Museum.
- Caterers, or those in charge of set-up, are expected to meet with the Museum staff in advance of the event to plan the set-up and review all guidelines.
- It is expected that lessees and their caterers will provide all necessities and remove all refuse to the dumpster at the end of the event.
- Cooking is not permitted in the Museum.
- Electric warmers such as chafing dishes are permitted. Butane, propane, sterno and open flames are prohibited.
- All supplies must be provided by the caterer including extension cords, towels, soap, containers, bins, carts, trash bags, etc.
- All cords must be taped down with gaffer's tape that will not leave a residue.
- The Museum does not provide dishes, glasses, table service or linens.
- Tables may not be decorated with lit candles, glitter, confetti, or live potted plants.

- Deliveries and pick-ups for tables, chairs, and equipment must be scheduled with the Museum at least five days in advance.
- The Museum cannot store tables, chairs, or equipment before or after an event. Failure to promptly remove items may result in a \$50/day storage charge unless other arrangements have been made.

### **RENTAL AGREEMENT AND CONTRACT**

- No reservation is confirmed until the rental agreement/contract is signed and received, and the function is approved.
- A security deposit of \$50 for the Folsom Auditorium, and \$100 for the Changing Gallery is required when the contract is submitted. Barring any additional/unpaid fees or problems, the deposit will be applied to the final invoice.
- The building and grounds must be left in the condition they were originally found. Failure to do so may result in loss of deposit or additional fees.
- Checks should be made payable to the Allen County Historical Society.

### **RESTRICTIONS**

- Applicants must be at least 21 years of age.
- Applications cannot be transferred or assigned.
- Smoking is prohibited
- No live animals except assistance dogs are permitted
- No live potted plants may be brought into the building.
- No lit candles may be used.
- No popcorn machines, candy machines, punch machines, fog machines, ice machines, or fountains of any type may be used inside the building.
- All decorating plans must be pre-approved by Museum staff
- Decorations cannot be on or attached to exhibits
- All decorations, supplies, dishes, table linens, equipment, etc. must be removed at the end time of the event.
- Any proposed live media coverage during an event must be approved and pre-arranged with the Museum staff.

### **PREFERRED CATERERS**

Ann Ross Catering • 3745 Shawnee Rd., Suite 106, Lima, OH 45806  
 419.227.6789 - Fax: 419.227.5790  
 E-mail:

Lock Sixteen Catering, Inc. • P.O. Box 348, 24436 U.S. Route 224, Ottoville, OH 45876

1.800.520.2905 or 419.453.3327 - Fax: 419-453-3007

E-mail:

Old Barn Out Back • 3175 W. Elm Street, Lima, OH 45805

419.991.3075 - Fax: 419.991.2672

E-mail: [oldbarnoutback@gmail.com](mailto:oldbarnoutback@gmail.com)

## FREQUENTLY ASKED QUESTIONS

1. Can our caterer grill steaks outside? Yes, we will work with the caterer to locate the grill.
2. Can we have musicians? Background ensembles are preferred.
3. Do you have a storage area where we can put boxes, etc. for our set-up and tear-down? Yes.
4. What if we want to serve alcohol? We reserve the right to determine this on a case-by-case basis. No alcohol may be served or consumed on the premises during public hours of operation. Our expectation is that you and your guests will be respectful and responsible. Drunkenness and rowdiness will not be tolerated.
5. Can we have a cash bar? No, we cannot accommodate liquor sales.
6. Can we put displays on the walls? No tape, stapling, or nailing. Depending on the circumstances, we may have alternative ways to assist with this.
7. Why can't we have candles or potted plants? Candles present a risk for fire while potted plants present a risk of insects. We recommend battery operated candles and artificial plants or cut flowers.
8. Why can't we come back the next day to clean up? The Museum operates six days per week with scheduled tours and public hours. Museum staff need time to clean up event areas prior to the arrival of tours or the next scheduled event. This is also why we must schedule the delivery or pick-up of tables, chairs, or other equipment and supplies for your event.
9. Why must our evening event have a trained security guard? This requirement is for the protection of you, your guests, and the Museum and its staff. This is a non-negotiable requirement.
10. What can I do to make my event go as smoothly as possible?
  - Make sure that you have read and understand all of the requirements.
  - Share the requirements with all of the people involved so that there won't be any unpleasant surprises for anyone involved.
  - Good communications with the Museum staff will prevent potential misunderstandings and problems.

- Get organized! Make a list of all the things you will need. (Don't assume that you can borrow what you need from the Museum.)
- Be kind to the Museum staff. They want to help you and see that your event is successful.

**For more information about rentals and rates please contact Donna Collins @  
419-222-9426  
or [dcollins@wcoil.com](mailto:dcollins@wcoil.com).**