



## Banquet Rooms + Museum Rental Agreement Guidelines

Caterers are required to adhere to the Museum's Rental Agreement Guidelines (signed and read by the client).

The client and/or the client's representative are responsible for the check-in of all rental equipment. Liquor can only be delivered the day of the event. It is highly recommended that the caterer bring the liquor. The Museum will not be held responsible for any items undelivered or misplaced.

All garbage is to be bagged and removed by the caterer before they leave the premises on the day of the event. Garbage shall be removed through the service entrance at the rear of the Museum. Garbage bags are to be provided by the caterer.

If any of the Museum's tables, equipment or any other Museum property is used by the caterer, the caterer is responsible for returning all used items back to their original locations in their original condition, unless previously arranged with the Museum.

All rentals must be removed from the Museum the same night of the event. If not a storage fee will be applied.

The Executive Director must approve decorations prior to hanging.

Museum relics may not be handled or utilized in any way other than by authorized Museum personnel. No handling of exhibition or collection items without prior approval of the Executive Director.



Honoring our heroes - Safeguarding our families.

No unattended open flames are permitted. Votive candles are allowed on tables when in holders; larger candles are allowed when in hurricane lamps.

Lighting equipment must be kept a safe distance from relics, as approved in each instance by the Museum staff.

Only Museum personnel are permitted operate circuit breaker panel.

Decorators are responsible for the installation and removal of all decorations.

Absolutely no opening of champagne in the museum galleries.

All decorative supplies shall be removed the night of the event.

The museum must be clean of all party debris. If the refrigerator was used all items must be removed.

Smoking is not permitted throughout the Museum.

Renter and/or caterer must sign here:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

12.15.17