



## FACILITY RENTAL POLICY AND AGREEMENT FORM

(Updated February 2016)

Please note that no reservation is confirmed until this form is completed, submitted with a damage deposit and approved by the director of the Dubuque Museum of Art.

All arrangements for facility use must be made well in advance of the event's scheduled date to ensure availability and coordination. Please direct any questions to (563) 557-1851.

### GENERAL POLICIES

- Organizations and events which may conflict with the Dubuque Museum of Art's status as a tax-exempt, not-for-profit charitable organization, including those conducted for a religious, political or fundraising purpose, will not qualify for facility use.
- There is absolutely no smoking in the building, including the rest rooms. The user is responsible for enforcing this policy.
- Candles, open flame devices, and devices producing smoke are not allowed in the museum.
- Live plants are not allowed in the museum unless specifically permitted by the Events Coordinator prior to the event.
- When alcoholic beverages are served, admission to those events are by written invitation only and are not open to the public. In the event that alcohol is served at a public function, the user must show proof of liability coverage for that event. For both private and public functions, alcoholic beverages may not be sold on the premises without proof of liability insurance.
- The client is responsible for all costs, setup, supplies and clean-up related to catering and food service. Groups will be responsible for collecting trash and general cleanup.
- All food must be served in the Main Lobby or in the downstairs education room. No food or drink can be served in, or admitted to, the galleries.
- At least one (1) museum security guard must be on site for all activities.

## **AVAILABLE SPACES**

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### **Lower Level Classroom**

The Museum's lower level classroom offers a quiet, light-controlled environment ideal for meetings, classes, presentations and film screenings.

- The classroom has a standing-room capacity of 50 people. With tables and chairs, the classroom can accommodate up to 30 guests.

### **First Floor Main Lobby**

Facing Washington Park and offering maximum natural light, the Museum's Main Lobby is an ideal gathering spot for casual cocktail receptions, business functions and private events.

- The Main Lobby has a standing-room capacity of 200 people and can accommodate sit-down dinners for up to 80 people.

### **Second Floor Balcony**

Located adjacent to the Falb Family Gallery and Lengeling Galleries, and overlooking the Main Lobby and Washington Park, the balcony area can be staged with cocktail tables, offering a natural overflow area for larger events held in the Main Lobby.

- The Balcony has a standing-room capacity of 20-25 people.

## **RENTAL EQUIPMENT**

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The Museum offers rental clients the use of the following equipment, at no additional cost:

- Chairs (40)
- 6 ft tables (10)
- Cocktail high-top tables (8)

Additionally, when not in use for museum programs, rental clients may use:

- Digital projector, laptop and AV cart
- Projection screen

## FEE SCHEDULE

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### Facility Rental Fees

**Facility rental fees include security and maintenance, set-up, and dismantle. ^ These fees do not include food, beverage, linens, or other outside rental needs, which are the sole responsibility of the client.**

Individual:	Groups of 50 and under	\$150 / hour
	Groups over 50	\$250 / hour
Business*:	Groups of 50 and under	\$250 / hour
	Groups over 50	\$350 / hour

\*A discount of 50% will be provided to groups with 501c3 not-for-profit status. Community-based groups may also be considered for a discounted rate.

^Maintenance includes up to four (4) hours of set-up prior to, and breakdown following, the event. Security includes the cost of a museum security guard, present a half hour before, during and up to a half hour after, the specified event time. An additional fee will apply for any event requiring additional hours by maintenance and/or security personnel.

### Damage Deposit

**A refundable damage deposit of \$150 is required to confirm your reservation.** This deposit must be paid at least two weeks prior to the scheduled date of the event and will be returned if no damage is incurred. The damage deposit may be applied to the total invoice immediately following the event.

The Dubuque Museum of Art reserves the right to invoice for any major damages that exceed the \$150 damage deposit. Extraordinary damages will be filed with the user's insurance company. Failure to clean-up after a special event will result in a forfeiture of the damage deposit.



## FACILITY RENTAL AGREEMENT

Sponsoring Individual, Business or Org. Name: \_\_\_\_\_

Rate:  Individual  Business  Nonprofit organization / community group

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### Event Information

Name of Event: \_\_\_\_\_ Date of Facility Rental: \_\_\_\_\_

Event Description (briefly describe the nature and purpose of the event in the space below):

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Total # Hours of Facility Use (including set-up and cleanup): \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Will food be served?  Yes  No Will alcohol be served?  Yes  No

Name of Caterer: \_\_\_\_\_

Museum Equipment Needed: \_\_\_\_\_

(Examples: include number of chairs and tables needed. If requesting projector and AV cart, include here.)

Outside Rental Needs: \_\_\_\_\_

(outside rental needs are the sole responsibility of the client and are provided to us for information only).

### Agreement

I have read and understand the Dubuque Museum of Art's "FACILITY RENTAL POLICY" and agree to abide by the conditions outlined.

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

Signature (Museum Facilities Coordinator): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Museum Executive Director): \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form by email to David Schmitz at [dschmitz@dbqart.com](mailto:dschmitz@dbqart.com) or by mail to: Dubuque Museum of Art, 701 Locust Street, Dubuque, Iowa 52003. Please direct any questions to (563) 557-1851.**