

The Albuquerque Museum

Rental Information

And

Application

THE ALBUQUERQUE MUSEUM

Rental Policies & Agreement

1.4 Use of Meeting Spaces

The museum is a public institution carrying out educational and aesthetic programs in the fields of art and history. The building contains designated spaces which may be used for programs and meetings by organized groups on a space available basis. (3/22/94)

Designated spaces and Availability for Scheduling

The spaces normally designated for non-museum meetings and programs are a special events room, a small auditorium and two inter-acting classrooms. The classrooms are so arranged that they can be combined into one room. Scheduling for their use during weekday work hours will be limited. Their principal availability will be after public hours. Audio-visual equipment is not provided **free of charge** by the museum; however, a projection wall is available in the auditorium and the special events room. In addition, the entire museum and/or the amphitheater and/or the enclosed sculpture garden may be rented. (1/7/08)

Use of Facilities

1. General Limitations

- a) **Hours:** Each event will be approved for specific hours. It is the responsibility of the user to cooperate with **museum staff and security** in maintaining this schedule. **The museum is open to the public Tuesday through Sunday. Thus, times available for rental functions are primarily in the evening. Rental functions should not impact the visitor experience.** (1/7/08)
- b) **Sale and handling of liquor:** Temporary Dispenser's permit must be obtained prior to event.
- c) **Non-compliance with museum policy and procedures:** the museum reserves the right to deny the use or the continued use of its facilities to any person or organization not complying with Museum policy and procedures.
- d) **Civil rights:** it is museum policy that the use of its facilities should be consistent with the objectives of Title VI of the Civil Rights Act of 1964. Facilities shall not be made available to any organization that practices discrimination based on race, creed, color, sex, national origin, age or condition of handicap.

e) A limit of 12 functions per year will be observed for any one organization. No space shall be scheduled prior to nine months before any event.

f) Any merchandise for sale to the public must be sold by arrangement with the museum store. Such arrangements must be made in advance with the store managers and the museum director, or their designees. (10/12/04)

g) The participating group is required to observe posted regulations concerning smoking, eating, drinking and clean-up of meeting spaces.

h) Liability: each non-museum organization, by signing a form, "Agreement," shall indemnify and hold harmless the City of Albuquerque and the museum, their agents and employees, against any and all damages, claims, or other liability due to personal injury or death, or damage to the property of others, arising out of its use of Museum facilities. Caterers must provide evidence of commercial general liability, including product liability insurance with extended liability coverage and property damage. Policy must be in the amount of \$1,000,000 combined single limit General Liability; if alcohol is to be served, \$1,000,000 Liquor Law Liability insurance must be provided (each occurrence), including but not limited to dram shop coverage. All insurance must name the City of Albuquerque as additional insured. (10/12/04)

i) No event will be scheduled on the museum calendar until the "Agreement" is signed by the person or organization requesting rental space and also signed by the Director of the museum. (9/17/91)

k) No events will be scheduled which will charge admission except for non-profit (501c3) organizations conducting fund raising events. (10/12/04)

2. Fees and Security

Charges for outside groups. Outside groups are required to pay a service charge for using facilities . Additional charges **will** be assessed resulting from extended use, damage, abuse, or for using services beyond those approved in advance. **Extended use charges include any time for management, maintenance, and security beyond that included in the agreement, including setup, takedown, and leaving of rental party later than scheduled. (1/7/08)**

The user must accept full responsibility for such additional obligations and their settlement. Space will be provided to organizations in accordance with fee schedules approved by the City administration. Fee schedules may be obtained from museum administration. The Director may waive these charges. Any security above that normally provided by the museum that may be necessitated by the nature of the meeting must be furnished by the museum and will be charged to the sponsoring organization. (9/17/91)

3. Application for Use of Meeting Space

Reservations for meeting spaces will be on a first-come, first-serve basis and should be requested in writing at least three weeks prior to the meeting. Necessary museum functions having first priority may require the adjustment of scheduled space after reservations are confirmed. (9/17/91)

4. Exceptions

Under special circumstances explained in advance and in writing, the museum may waive the authorizations and suspensions concerning the use of museum facilities. (9/17/91)

All Event times include setup and cleanup. Daytime spaces rarely available.

Space	Duration	Number allowed	Price
Conference Room	4 hours	16	\$ 100
Conference Room	over 4 hours	16	\$ 200
Classroom (day)	4 hours	60	\$ 100
Classroom (day)	over 4 hours	60	\$ 200
Classroom (evening)	4 hours	60	\$ 250
Classroom (evening)	4-6 hours	60	\$ 350
Auditorium (day)	4 hours	88	\$ 100
Auditorium (day)	over 4 hours	88	\$ 200
Auditorium (evening)	4 hours	88	\$ 225
Special Events or Lobby	6 hours	up to 175	\$1,500
Reception Area	6 hours	175-300	\$2,100
Reception Area	6 hours	300 - 450	\$2,400
Upper Deck	6 hours	up to 175	\$1,600
Amphitheater	6 hours	up to 250	\$2,300
Amphitheater	6 hours	251-400	\$2,600
Back Sculpture Garden	6 hours	up to 500	\$1,300
All Museum	6 hours	up to 350	\$2,800
All Museum	6 hours	351-750	\$3,100
Everything*	6 hours	750-1,000	\$3,800

*includes museum, back sculpture garden and amphitheater

Audio-Visual Equipment may be rented, if available and with approval of the Museum. Fees vary with type of equipment and an operator will be required in most cases. Minimum fee for equipment rental is \$100.

Non-profit institutions will receive a 25% discount on rental rates. Non-profit institutions holding fund-raising events will pay full rental rate. **Prices are subject to change.**

Guidelines for Social Events

Please note: no refunds for rental fees or deposits. One-half of the full rental amount deposit is required with submission of completed worksheet and signed agreement. Balance of rental fee is due no later than 30 days before event. *You will not be billed for the rental fees; this is your responsibility. If the balance is not received 30 days before event, the event will be removed from the schedule.*

Security: the museum will have final authority in determining **supervisory**, security and custodial personnel required.

Sound levels must be held in compliance with City Ordinance. Contractor will be responsible for contacting Environmental Health Department to apply for sound permits (free at this time) and receive a copy of allowable decibel levels.

The Contractor will be responsible for the cost of removal and re-installation of art when such removal is necessary and possible.

Food and drink will be allowed only within the reception areas (lab space, auditorium, main lobby and patio). **Caterers are responsible for all service dishes; the museum will not collect or store these items. Tablecloths and other rented items are the responsibility of the person/organization renting.**

NO confetti, rice or birdseed, please. Flower petals are allowed in outdoor areas only. No smoking in the museum building.

No decorations or lights or candles to be hung from the ceiling.

No additional table illumination except battery powered incandescent fixtures.

No light trees or additional floor lighting which might endanger art hung on walls, as determined by museum staff. Set up and dismantling of any decorations, food service, etc. should not normally disrupt public programs. Contractor will be expected to remove all materials prior to opening of the museum on the day following the event. **Set up will not be allowed to commence in public areas prior to 4 p.m. on the day of the event.** Any exception to this guideline must be approved by the Director.

Any food preparation and music will be subject to the electrical load capacity of the building. This capacity to be determined for each individual event by Museum staff.

The museum will review any printed material, including the invitation for approval prior to printing.

Galleries will be opened upon request for viewing exhibitions only. No food or drink will be allowed in galleries except on recommendation by the Director. No catering setups will be allowed in gallery areas.

Proper Special Dispenser Permit shall be posted in accordance with New Mexico law at each event. No liquor may be served if the license is not posted. Food preparation will be limited to warming and final assembly. Insurance in the amount of \$1,000,000 each occurrence (Liquor Law Liability) must be obtained should alcoholic beverages be served. Caterers must provide evidence of comprehensive general insurance with extended liability and property damage coverage. Policy must be in the amount of \$1,000,000 combined single limit general liability. All insurance must name The City of Albuquerque, its employees and affiliates, as additional insureds. Proof of insurance must be provided before the event.

Caterers shall have a valid Business Registration Permit issued by the City of Albuquerque in addition to a current permit from the City's Environmental Health Department for all events at which the caterer shall serve and must comply with all applicable environmental laws and regulations.

Complex setup/cleanup resulting in more than 1 hour setup and 1 hour cleanup will be charged extra.

The Museum is not responsible for items belonging to contractor which are not picked up at the end of their event. Contractor is responsible for removing all of their event's items (including decorations, linens, programs, etc.) within 24 hours following event.

Special events must be approved by the review committee and Director or his designated representative and will not be entered in the museum's master calendar until approved.

ALBUQUERQUE MUSEUM SPECIAL ACTIVITY WORKSHEET

Please note: no refunds for rental fees or deposits. One-half full rental amount will be a non-fundable deposit and is required with submission of completed worksheet and signed agreement. Balance of rental fee is due no later than 30 days before event. You will not be billed for the rental fee; this is your responsibility. If the balance is not received 30 days before event, the event will be removed from the schedule.

Please fill each blank and check appropriate boxes.

Purpose of Event: _____

Date of application _____ Event Date _____

Time: Setup _____ Event, from _____ to _____ Exit _____

Number attending _____ Will participants be screened? YES NO

Organization _____

Contact Person _____ Telephone _____

Address _____

Catered by _____

Entertainment YES NO Liquor YES NO

Areas to be open: classroom auditorium conference room reception area

all museum sculpture garden special events amphitheater

Setup instructions:

NO AUDIO VISUAL EQUIPMENT WILL BE PROVIDED ASIDE FROM A PROJECTION WALL.

AGREEMENT

It is hereby agreed between The Albuquerque Museum (Museum) and _____ (Contractor) that the Museum will make space available to the Contractor on the date and time and under the conditions attached. It is understood that the documents, "Policies of the Board of Trustees," "Guidelines for Social Events" and "Special Activity Worksheet" are considered a part of this agreement and both the Museum and the Contractor agree to follow said guidelines in relations to the event contemplated by this Agreement.

Accepted and Agreed on

_____ Date

Our organization will accept responsibility for careful and conscientious use of facilities and equipment. We will assume charges for cleaning and/or damage, if necessary.

Contractor

Application for rental space approved.

Cathy Wright, Associate Director
The Albuquerque Museum