

## RENTAL AGREEMENT, FEES, & POLICIES

**Two-hour rental** - full amount due at signing of Agreement Plan A: Gallery space(s) for meeting \$ 200/hr

**Seven-hour rental** – 50% deposit to hold space with signing of Agreement; plans each require an \$150 cleaning fee plus rental cost. The balance of the monies agreed upon is due in full three weeks prior to the event. Seven-hour rental includes set-up and clean-up; additional time may be requested/booked at \$200/hour. If event exceeds allotted agreed upon timeframe, renter is required to pay subsequent \$200/hr following event.

**Plan B:** Galleries plus casual (non-tented) use of grounds

Monday – Thursday: \$1,350

Friday – Sunday, and major holidays: \$2,000

**Plan C:** Galleries plus large tent to be placed to the right of building's exterior. (The renter must locate and supply the tent.)

Monday-Thursday: \$1,850

Friday – Sunday, and major holidays: \$2,500

Note: Griffin Museum Members receive weekday pricing on weekends.

Deposit Date and amount // \$ \_\_\_\_\_ Extra hour(s) - optional: ( \_\_\_\_\_ x \$200) \$ \_\_\_\_\_

Due date and amount for balance: // \$ \_\_\_\_\_

## PAYMENT

Payment information: note that valid credit card information is required. (See “unplanned for..... “ below, pg. 2)

Check # \_\_\_\_\_ V or MC \_\_\_\_\_ Expiry \_\_\_\_/\_\_\_\_ Code \_\_\_\_\_

**Itinerary and Contact Information for Rental:**

Function Date: \_\_\_/\_\_\_/\_\_\_ Type of Function: \_\_\_\_\_ Renter’s Home Phone# \_\_\_\_\_

Renter: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Estimated # of Guests: \_\_\_\_\_ CATERER: \_\_\_\_\_

Caterer Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Guests estimated arrival time: \_\_\_\_\_ Caterer’s estimated departure time: \_\_\_\_\_

**POLICIES**

- Private events are held only when museum is closed to public (4pm onward) -All events must be catered by professional caterers.
- No smoking on Museum premises.

**Safety:** Children under 18 must be supervised at all times.

Use of Museum: A museum representative is present at all times. This individual is the ONLY person authorized to re-arrange the movable walls in the Main Gallery. Events in the Griffin Museum are limited to the first floor. No guests are allowed on the upper levels during rentals. No furniture, fixtures, or equipment may be moved or removed from buildings without the approval of a representative of the Griffin Museum. Museum artifacts and exhibition must remain in place and undisturbed. Griffin Museum of Photography is not responsible for loss or theft of personal property.

**Capacity:** maximum is 100. This includes guests, immediate family members, caterers, bartenders, etc. For optimal comfort, a guest list would not exceed 85.

**Parking:** Parking is available on Shore Road in Winchester during the event rental. Shore Road is a one-way street with designated Griffin Museum parking beside the building. GMP is not responsible for loss or theft of personal property.

**Conduct of Event:** Patron agrees to conduct an orderly function in compliance with the rules of GMP and with all applicable laws, ordinances and regulations. Patron agrees to begin event promptly at the scheduled time and to have guests, invitees and other

persons vacate at the closing hour indicated. Patron agrees to be responsible for any damages done to any part of GMP by themselves, their guests, invitees, employees, independent contractors or other agents under their control. "Do not touch": Under NO circumstances are photographs to be removed or Museum property re-arranged.

**Décor:** Due to the delicate and easily affected nature of museum installations, all event decorations must be safe and designed to cause no harm to our artwork. Acceptable examples would be table decorations and free-standing decorations. The following are examples of prohibited decorations: glitter, metallic confetti, rice, birdseed, straw, hay, rose petals, tiki torches, sparklers, burning candles. Absolutely no open flame is permitted in the museum galleries.

**Alcohol Consumption:** Patron agrees that it will not permit the consumption of alcoholic beverages at the event by any person under 21 years of age. Patron agrees that it will hold harmless and indemnify GMP for all damages related to consumption of alcoholic beverages of persons under 21 years of age. Patron further agrees to cooperate fully with GMP in seeing that no person under 21 years of age is permitted to consume alcoholic beverages.

The serving of alcohol requires a one-day liquor license and certificate of liability binder naming the Town of Winchester and Griffin Museum of Photography as additional insureds for a value of \$500,000 each. You may obtain this through a caterer or bartending service. Proof of insurance must be provided to a GMP representative prior to the event. Obtaining the permits may take three weeks or more since the Winchester Board of Selectmen must approve all liquor licenses.

**Handling of Food:** Due to health and safety, all food service requires a food service permit from the Winchester Board of Health, which Patron's caterer should handle. It is Patron's responsibility to ensure that a food service permit has been acquired.

**Caterer's responsibilities:** Museum to be cleaned, with all furniture as found and trash removed from premises at close of event.

**Caterer's paperwork:** must be provided to the Museum no later than 3 weeks prior to the event:

-Griffin's *Catering Instructions Form* – signed by principal

-Copy of the Caterer's *certificate of liability insurance binder* information -Copy of the Winchester "One Day Liquor Permit"  
(See attached form)

**Deliveries:** All scheduled deliveries (e.g., flowers, alcohol, rental supplies) must be communicated to and approved by GMP's Event Manager. Rental supplies should be delivered between 2:00 and 4:00 PM the day of the event. GMP assumes no liability in connection with the receipt or storage of such shipments.

**Trash Removal:** All trash and recyclables are the responsibility of Patron. Trash must be removed from the museum premises at end of event.

**Cancellation for events exceeding 2 hours:** The renter must provide a written request for cancellation. Upon cancellation, the following fee schedule will apply. Up to Thirty (30) days prior to the event, one quarter (25%) of fees paid are nonrefundable Ten (10) days prior to the event, one half (50%) of fees paid are nonrefundable.

Note: No refunds will be made when the event is cancelled by GMP due to the renter's noncompliance with terms and conditions.

Liability Statement: By signing this rental agreement, the renter agrees to assume the responsibility and legal liability for the above-described event and to abide by all Rules and Regulations listed above. The renter agrees to indemnify, defend and hold harmless the Town of Winchester and the Griffin Museum of Photography and their officers, employees, and agents from any and all claims of action, liability, judgments, costs, and expenses, including attorney fees and claims for bodily injury or property damages that may arise out of or in connection with this agreement and its use. Any damage to the facilities of the Griffin Museum property rented during the rental period is the sole responsibility of the renter.

Insurance: A copy of special event liability insurance is due to GMP no later than ten (10) days prior to the event. The insurance must, at renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring GMP and its employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of renters use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required shall have a single limit liability of no less than \$1 million, and general aggregate liability of not less than \$2 million.

I certify that I have read and understand the Rules and Regulations and shall accept responsibility on behalf of all event participants and myself for any damage or theft sustained by the Griffin Museum of Photography in the course of the event referenced above.

Signature (Renter) : \_\_\_\_\_ Date: \_\_\_\_\_

Approved By (GMP) : \_\_\_\_\_ Date: \_\_\_\_\_