

Charles H. MacNider Art Museum

Facility Usage Application Form

Today's Date \_\_\_\_\_

Name \_\_\_\_\_  
(Full Name of Responsible Party)

Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

Address \_\_\_\_\_  
(Street, City, State, Zip)

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Time & Length of Event \_\_\_\_\_

Number of Guests Anticipated \_\_\_\_\_

List Rooms, including Galleries & the Front Lawn, requested:

\_\_\_\_\_  
\_\_\_\_\_

Use of Kitchen: Y \_\_\_\_\_ N \_\_\_\_\_ Sit Down Dinner: Y \_\_\_\_\_ N \_\_\_\_\_ Serving Alcohol: Y \_\_\_\_\_ N \_\_\_\_\_

Will guests be roaming the Museum? Y \_\_\_\_\_ N \_\_\_\_\_

Special Requests:

\_\_\_\_\_  
\_\_\_\_\_

For all events, the fees include opening up the building if event is held after hours, wages of staff on duty for the event, wages of security person if applicable, and set-up for the event. Tables are rented by the individual. Kitchen fees are paid anytime food is brought into the Museum, either by the Renter or a caterer. Additional fees are added if alcohol is served at the event.

All applications are subject to the discretion of the Director and/or Events Committee. Events Committee will review and approve applications for events serving alcohol and evening events where the Museum is open solely for the event.

Signature of the Responsible Party \_\_\_\_\_

**NOTE:** A deposit of 50% of the rental fee plus the membership fee is required within 14 days of receiving and signing the Facility Usage Agreement and Contract Letter. This deposit is credited toward the total rental fee. The event is not considered "booked" until the deposit has been received. This deposit is 100% refundable if the event is canceled over 180 days before the event date, 50% refundable if canceled between 180 and 90 days before the event date, and 25% refundable if canceled between 89 and 30 days before the event date. **This policy does not apply to wedding receptions.** For **wedding receptions**, this deposit is 100% refundable minus a \$250 administration fee if the event is canceled over 180 days before the event date, 50% refundable if canceled between 180 and 90 days before the event date, and 25% refundable if canceled between 89 and 30 days before the event date.

# CONTACT INFORMATION

## For Venue Rental

### For Weddings

Name of Bride: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Additional Contact Person (if different from Party listed on Facility Usage Application Form)

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Caterer Information

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Alcohol Provider Information

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

# Renter Questions

Will alcohol be served? Y \_\_\_\_\_ N \_\_\_\_\_

If yes, the Museum will need the contact information of the Caterer.

(See Contact Information Sheet.)

If yes, will it be sold or given away? Sold \_\_\_\_\_ Given Away \_\_\_\_\_

If yes, what kinds of alcohol will be served? Beer \_\_\_\_\_ Wine \_\_\_\_\_ Hard Liquor \_\_\_\_\_

Would you like to include an Art Class for Kids in your Facility Rental? Y \_\_\_\_\_ N \_\_\_\_\_

\$25 per hour, per 10 children

The Museum will need a final head count at least one month before the event.

Do you need a space for changing or personal set-up? Y \_\_\_\_\_ N \_\_\_\_\_

Do you plan to come the day before the event to decorate? Y \_\_\_\_\_ N \_\_\_\_\_

You may come in to decorate between 9 a.m. and 5 p.m.

What time will the event start and how long will it last? \_\_\_\_\_

When will the support staff arrive? Who can we expect to be dropping off supplies? \_\_\_\_\_

\_\_\_\_\_

Are you bringing in any tables, chairs, decorations, serving utensils, dishes, etc? From what company and how many?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like to eat your first meal with your spouse alone in a private room? Y \_\_\_\_\_ N \_\_\_\_\_