

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 _____ Time & Length of Event _____

Type of Event _____ # of Guests Anticipated _____

Is this a non-profit, political, religious, or social advocacy event? Y _____ N _____ (If yes, please circle)

Will you be coming in the afternoon before (if available) to decorate? Y _____ N _____

Are you a current museum member? Y _____ N _____

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

Use of Kitchen: Y _____ N _____ Sit Down Dinner: Y _____ N _____ Serving Alcohol: 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. 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 (and 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

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, 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 _____

\$50 per hour, per 10 children

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

Will you need additional space for food preparation? Y _____ N _____

Please let us know ahead of time and we can make studio or garage space available to you (or caterers).

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 _____

Only possible if there is not another event scheduled.

Will you be using our AV equipment? Y _____ N _____

You will need to set up a date/time prior to the event for brief instruction on our system and also test audio and video for system compatibility.

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

What time will people first be arriving to set up (including caterers)? _____

Are you bringing/renting any tables, chairs, decorations, serving utensils, dishes, etc?
