



## AVAILABLE RENTAL SPACES

**Anna and Neil Rasmussen Education Center:** The Museum has a new Lyceum lecture hall (29 ½' x 31 ½') in the Rasmussen Education Center with a kitchenette and three state-of-the-art classrooms adjacent. All spaces are handicapped accessible. Capacity: 140 standing; 80-100 for lecture-style seating; or 60 for a sit-down dinner.

**Prices\* (all are for 5 hours):**

**Weekday evenings, Mon-Thurs (5pm and after):**

Business/Individual members: \$1,300 (min. availability mid-Nov- Jan 1, \$1,500)

Non-profit organizations: \$900 (min. availability mid-Nov- Jan 1, \$1,100)

**Weekends, Friday evening (5pm and after) or Sat-Sun day or evening:**

Business/Individual members: \$1,800 (min. availability mid-Nov – Jan 1, \$2,000)

Non-profit organizations: \$1,200 (min. availability mid-Nov- Jan 1, \$1,400)

**\*Note: You must be a member of the Museum to rent the facilities. Individual** non-business members must join at the Contributor level (\$125) in addition to the regular rental fees. Benefactor (\$500) and Lantern Society (\$1000+) members receive a 10% discount on rental fees. **Businesses** must join at the Business or Corporate level appropriate to their number of employees. **Non-profit** organizations are exempt from the membership fee.

**General Museum Rental Information:**

The Renter and/or Caterer should take on the role of host during the event. The Museum staff are responsible for the security of the Museum and will act as the event facilitator to the Renter, but not as host to the event guests.

Parking is available for approximately 60 cars with additional street parking a short walk away. For large groups (over 100 people) or groups coming on weeknights, a police detail may be needed to direct traffic and facilitate parking at the cost to the renter of about \$250 (we can discuss and arrange with you).

Please note that set-up and clean-up time are included in your hourly totals. Set-up and clean-up usually take about one hour each, so a five-hour rental period means that the actual event will be about three hours. We can arrange slightly longer rental periods for an additional fee of \$150 an hour.

The Museum can provide a microphone and speaker system, a projector and screen, six-foot rectangular tables, and chairs at no extra charge. We can recommend rental agencies if you require round tables, linens, or other equipment.

Thank you for your interest. To make a reservation or for further information, please call our office at (978) 369-9763 ext. 211 or email Genevieve Burgett at [gburgett@concordmuseum.org](mailto:gburgett@concordmuseum.org).

## CONCORD MUSEUM FACILITY RENTAL CONTRACT

### **About the Concord Museum:**

The Concord Museum educates visitors of all ages about the history of Concord and its continuing influence on American political, literary and cultural life. The Museum's nationally significant collection serves as a catalyst for changing exhibitions, extended classroom learning, dynamic programs, and publications relevant to an ever-changing world. Founded in 1886, the Museum is a center of cultural enjoyment for the region and a gateway to the town of Concord for visitors from around the world.

Because the Concord Museum is a unique cultural institution, we have special requirements for the use of our facilities. All requests for the use of Museum facilities are handled on a case-by-case basis and at the discretion of the Executive Director. The Museum is not available for events such as political or religious talks, the selling of goods and/or services, or soliciting of any sort. We encourage events that are related to the Museum's goals and purposes. Members of the Museum and non-profit groups are particularly encouraged to use our facilities.

### **Deposit:**

In addition to your membership fee, a non-refundable deposit of \$200 is required at the time of reservation. The remainder of the payment for the event must be received by the Concord Museum at least one week prior to the scheduled event. Returning this signed contract with the non-refundable deposit constitutes acceptance by the Client of the full rental charges.

### **Cancellation/Refund Policy:** (Excluding rentals during December\*\*)

- If the Renter cancels an event with 30 days' notice or more, we will give a full refund.
- If the Renter cancels the event fewer than 30 days before the scheduled date, we cannot provide a refund.
- If an emergency situation at the Museum requires that we cancel an event with fewer than 30 days' notice, the Museum will provide a full refund.
- If an event must be cancelled due to inclement weather, we will work with you to reschedule.

### **\*\*December rentals:**

Because of high demand for rentals in December, if a December event is cancelled by the Renter with more than 30 days' notice, we will refund half the payment. If the Renter cancels the event with less than 30 days' notice, we cannot provide a refund.

### **Overtime:**

If an event runs past the designated time, overtime is billed at \$75 per half hour. Because the Museum is located in Concord's historical and cultural district, we generally do not grant overtime beyond midnight (i.e. caterers must be finished cleaning up by that hour). If both buildings must be kept open for the entire duration of the function, there may be an additional charge for extra security coverage throughout the Museum.

### **Advertising:**

- Any advertising for your event at the Concord Museum must be approved by the Museum's Director of Marketing in advance.
- The Museum is not to be interpreted as endorsing or sponsoring either a rental event held on its premises or the Renter who is hosting the event.

**For the safety of our collections:**

We cannot allow open flames, incense, clambakes, smoking, or the throwing of confetti, glitter, or rice. The Museum reserves the right to prohibit or remove any high-risk materials that can pose a threat to works of art or facilities belonging to the Museum. Red wine can only be served in the Education Center Lyceum.

It is understood and agreed that the food and beverages for the function will be sold and served to the Renter by a dealer or caterer of the Renter's choosing, and that the Museum is not undertaking directly or indirectly, to sell, furnish or serve the same Renter and guests. Caterers must be licensed, must carry a minimum of \$50,000 general liability insurance, and must file any required documents with Concord's Board of Health, as well as a Certificate of Insurance and proof of licensing to the Museum.

Alcohol of any kind must be served by an insured bartender—either one of our approved bartending services, or a member of the caterer's staff if the caterer has liquor liability insurance. We do not allow "do-it-yourself" bartending under any circumstances. Bartender must hold liquor liability with minimum of \$500,000 per person and \$1,000,000 per occurrence. The Concord Museum reserves the right to approve all insurance. Most if not all of the caterers on our approved list have the required coverage, but they need to send proof that their policy is still current prior to each event. Cash bars, kegs, and red wine are not allowed. The bar should be closed at least half an hour before the function ends.

To ensure the success of any event we prefer that renters select a caterer from our approved list, but other caterers may be approved on a case-by-case basis. Renters are responsible for making and paying for all catering arrangements. *The Renter is liable for any loss or damage to the Museum's collection, premises or property, or injury to any person caused by the licensee, guests, caterer, or any of the renter's employees or agents. The Concord Museum shall have no liability to the renter, guests, caterer, or suppliers for any loss, cost, expense, or damage.*

**The renter and caterer are responsible for removing all trash from the Museum premises.**

**The caterer is responsible for submitting to the Town of Concord any required materials two weeks prior to the event. Additional information is available online:**

**<http://concordma.gov/documentcenter/view/1485>**

If the Concord Museum determines that at any time a violation of the terms of this agreement or of any laws or regulations has occurred, the Museum reserves the right to cancel any event at any time—even while in progress—and retain all payments. In such circumstances, the Museum will not be liable to the renter, caterer, or other vendors employed by the renter. The Museum also reserves the right to ask a guest to leave if his/her behavior is deemed inappropriate or a threat to the safety of the Museum's premises and collections.