



## **Facilities Rental Policy and Usage Agreement**

1. The Fairfield Museum and History Center (“Museum”) is a private, not-for-profit educational organization and permits individuals, groups and organizations to use its facilities for meetings and special events. Unless otherwise agreed to, events specifically intended for fund raising purposes are not permitted.
2. Rental, or use of the Museum, is not an endorsement of your event, organization, or program by the Museum. Renters may only use the Museum’s name and address when listing the location of their event. You may not use the Museum’s name or logo in any promotion that might suggest or imply a co-sponsor or co-presenter event. Requests for Museum co-sponsorship must be submitted in writing and approved by the Museum’s executive director prior to approval of your rental contract. The Visitor’s Services Manager at the Museum is the main point of contact for all events.
3. The Renter is responsible for ensuring the full adherence to this agreement by all individuals, organizations, and service providers associated with the event. The Renter agrees to pay for all damages resulting from this event.
4. A rental reservation will only be finalized after the Rental Policy and Usage Agreement has been signed and returned with a 50% deposit. The remaining 50% of your rental fee is due 30 days prior to the event date. If the balance is not received 30 days before the event, the event may be removed from the schedule and the deposit forfeited.
5. Should the event be cancelled, 50% of the deposit will be returned if written notice is received 30 or more days prior to the event. Should the event be cancelled within 29 days of the event, no refund of deposit will be made.
6. For certain events, the Renter may be required at the Fairfield Museum’s discretion to provide a \$300 - \$500 security and cleaning deposit. Deposit should be made by a separate check or credit card made out to Fairfield Museum. The security deposit will be returned via check to the Renter providing there is no damage to the Museum or extraordinary cleaning costs. Renter is responsible for leaving all areas used during their event as they were presented upon arrival. Any additional hours, above the contract, or extraordinary cleaning costs will be taken out of the security deposit. A refund check will be processed within 10 days of the event date.
7. An Insurance Certificate may be required for larger events. If required, Renter shall provide and maintain the following with an insurance company licensed to do business in the State of Connecticut: Comprehensive Public Liability Insurance (Bodily Injury and Property Insurance) of at least \$1,000,000. Combined Single Limits Coverage that will protect such party from claims which may arise out of or result from such party’s operations under the contract, whether such operation be by him/her or for anyone for whose act he/she may be liable. The Renter will provide the Museum with a Certificate of Insurance naming the Fairfield Museum and History Center as additional insured. The certificate, if required, is due 30 days prior to the event.
8. Rental hours begin when the first person arrives for set up or preparation. Please be sure your designated rental period includes time for setup and cleanup. The closing time is when the last Renter or Museum employee leaves after cleanup. In the event a rental ends before the pre-arranged “end-time”, no reimbursement for time not used will be issued. If the event time ends later than the contracted time, the Museum reserves the right to deduct the extra cost for additional hour(s) from the Security Deposit.
9. After-hour access to the Museum’s galleries may be provided at the discretion of the Museum staff. No food or drink will be allowed in the exhibition galleries.
10. Because the Museum is located in a residential district, it is necessary to minimize any potential noise or disruptions. On Friday/Saturday evenings, all events must end at 10:30pm. Sunday – Thursday events must end by 10:00pm. Music must be off at 10:00pm, regardless of the day of the week. Any amplified music may be subject to volume control at the discretion of Museum staff. Failure to comply will result on the discontinuance of the music.
11. The Museum has the right to deem our facilities eligible or ineligible for use. The Fairfield Museum reserves the right and authority to cancel any scheduled events, or to end an event for non-compliance with this

agreement. If such event is canceled by the Museum prior to its scheduled date, client will be issued a full refund. Any additional costs incurred by the client shall be the sole responsibility of the Renter; the Museum will not reimburse any alternate costs associated with the event.

12. An adult must accompany children under the age of 14 at all times while in the Museum. The Museum generally does not allow parties expressly for children or teens under 21, unless previously approved. A police/security offer may be required for certain parties and will be paid by the renter. Please call the Fairfield Police at 203-254-4832 to hire a police officer.

### **Deliveries**

1. All arrangements for deliveries, including set-up, catering, floral, and breakdown must be scheduled in advance with the Visitor Service Manager. Deliveries should be scheduled on the day of the event, unless prior approval is given. The Museum assumes no responsibility for items brought to or left in the Museum or on Museum grounds.
2. All event-related materials occupying rented space must be removed from the premises once the event is over. Any items remaining overnight must be preapproved by the Visitor Services Manager.
3. All rented equipment, linens, tableware, tables, chairs, beverages, etc. must be removed no later than the morning following the event, unless approved in advance by the Visitor Services Manager.

### **Catering/Food Preparation/Alcohol**

1. All catering and beverage arrangements must be contracted with an approved service provider from the Museum's Preferred Vendor list, unless otherwise approved in advance. The Museum reserves the right of final approval for all vendors.
2. Food and beverages will only be allowed in the Museum's Reception Hall, Meeting Hall, Education Classroom, or outside patio. There is no food or beverage permitted in the Museum's galleries or library. No food shall be cooked or presented at the museum that will leave a lasting odor or that will stain carpets. The Fairfield Museum may, at times, have items exhibited on or hanging on the walls in rented areas. Renters are required to take special care in those instances not to damage exhibited items.
3. The Museum has a limited number of tables and chairs available for use. Arrangements for the rental of additional chairs or tables are the responsibility of the Renter.
4. With advance permission, catering staff may be permitted to set up tables, etc. before an event while the Museum is still open. Catering staff must be mindful that the enjoyment of the Museum by visitors takes priority. In particular, catering staff should speak and move about quietly not to cause disruption.
5. All areas used for food preparation must be thoroughly cleaned and all excess food removed from the premises by the end of the rental period. Renters not leaving museum spaces in a clean and orderly manner will be charged an additional cleaning fee of \$350.
6. It is the Renter's responsibility to remove all trash, garbage, food, etc. from the Museum/property by the end of the rental period. The Museum has very limited trash storage capacity. If an event will generate more than 3 garbage bags full of trash, the Renter must either remove it themselves or make special arrangements for trash to be picked up immediately after the event with Big Little Sanitation, (203) 334-7728.
7. If Renter intends to offer a cash bar or include alcohol as part of ticket cost, a Temporary Liquor License is required. It is the responsibility of Renter to obtain the necessary licensure from the State of Connecticut here: <https://elicense.ct.gov>. A copy of the Temporary Liquor License, as well as Liquor Liability Coverage, must be provided to the Visitor Services manager a minimum of sixty (60) days prior to event. Should Renter fail to provide liquor license/liquor liability coverage sixty (60) days prior to event, the Museum reserves the right to cancel the event and retain deposit.
8. The Museum reserves the right to remove guests for abuse of liquor, disorderly conduct, or other similar cause. The serving or possession of alcohol by anyone under the age of twenty-one (21) years is prohibited. If it is determined that anyone under the age of twenty-one (21) is in possession of and/or consuming alcohol, the Museum reserves the right to suspend/terminate the event immediately. The Renter will not receive a refund of the facility fee, nor will the Museum reimburse any alternate costs associated with the event.
9. Smoking and pets are not allowed in the building.

## **Other**

1. The Museum assumes no responsibility for guests' automobiles or personal property, whether remaining in the automobile or personal property brought into the building. The Renter assumes responsibility for any goods or materials that are placed in the Museum before, during or after any event.
2. At no time is any area of the Museum to be altered in any way that might prove harmful to the Museum building or its collections. Decorations may not be affixed to the walls with tape, tack or wire that might leave permanent marks. All temporary hooks, decorations etc. must be pre-approved by the Visitor Services Manager and removed at the end of the event.
3. The Renter agrees to pay for all damages to the premises or to the Museums' collections or other property caused by the Renter or their guests, employees or patrons in connection with the Renter's event, or in any way resulting from the event.
4. The Museum logo and/or likeness may not be used on any invitation, news release or advertising without advance permission.
5. Prior approval is required for all commercial and promotional photography, filming, and videography. No filming or pictures are to be taken of the Museum's collections without prior approval.
6. The Visitor's Service Manager, or designee, will be on hand to open and close the Museum. Their responsibility is to see that all regulations are followed. They have the authority to enforce the terms of this agreement and terminate the event if the terms are violated by Renter.
7. The laws of the State of Connecticut shall govern the interpretation and application of this Agreement, and any legal action brought with respect to the Agreement or renter's event.