

**C.M. RUSSELL MUSEUM**  
**FACILITY USAGE AGREEMENT**

Date: 5/23/2019

Time: 5:30 pm – 8 pm

Event: Cascade County Historic Preservation Committee (HPAC)

Contact Person: Tom Micuda

Phone: 455-8432

Arriving for set-up: 4 pm

Number expected: 100

Request Museum Shop open for your evening event? No

Request Docent lead tour for your evening event? Tours - yes

|             |           |
|-------------|-----------|
| Total Fee   | \$ 200.00 |
| 25% Deposit | \$ 50.00  |
| Balance Due | \$ 150.00 |

A 25% non-refundable deposit is due when event is booked. The balance is due the day of the event, unless prior arrangements are made for billing. Your fee is for a stated number of attendees – if fewer attend, you are still responsible for original fee. Rates are subject to change without notice. Additional discounts are available to Business/Art Partners. If your group desires a prearranged in-kind trade for Museum use, please contact our Events Coordinator before your event.

ROOM / EVENT SET-UP:

Caterer: Unknown

Museum equipment:

Round tables with linens: 8      Chairs: 72 (tables will be set to 9)

Rectangle Tables with linens: 3

Pub Tables: 4

Porta Bars: 1

Podium: Yes

Screen: Yes

Sound System/Microphone: Yes

**\*\*\*You will need to provide your own projector – we do not have one for rent \*\*\***

BY YOUR SIGNATURE, YOU AGREE TO THE TERMS AND CONDITIONS OF THE RENTAL AGREEMENT AND FACILITIES USAGE POLICY.

Name \_\_\_\_\_

Date \_\_\_\_\_

## RELEASE OF LIABILITY

I, the undersigned, do hereby release the Trigg-C.M. Russell Foundation, Inc. their officers, employees, directors and members from any liability what-so-ever which may occur by virtue of or in connection with the use of the C.M. Russell Museum facilities on **XXXXXXXXXX** in the event of an injury resulting from the use of the facility on the date set forth above, it is further agreed that **XXXXXXXXXX** shall fully indemnify and hold blameless the Trigg-C.M. Russell Foundation, their officers, employees, directors and members from any monetary damages which may result from such an injury, including, but not limited to reasonable attorney's fees and costs.

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Name

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Date

## C.M. RUSSELL MUSEUM FACILITY USAGE POLICY

### C.M. RUSSELL MUSEUM FACILITY USE MISSION STATEMENT

The C.M. Russell Museum's primary mission is the protection and preservation of its collection; therefore, our facility usage policies differ from those of a hotel or convention center. Our first consideration must be for protection of the collection and we request that certain guidelines be adhered to.

**The C.M. Russell Museum Events Coordinator will be the primary contact during functions to advise, assist, and trouble-shoot.** The Museum will make every effort to accommodate special requests with consideration for safeguarding the artworks. All costs of food, beverage, floral, linens, rentals, entertainment, audiovisual and other features of the private event are the responsibility of the client. The Museum does have dinnerware, glassware, silverware, and table coverings available for rental to the client at an additional cost.

The C.M. Russell Museum reserves the right to change its fee structure or facility use policy at any time and at its own discretion. Fees are based on the length of time for an event, and events are expected to end at the designated time. **If an evening event runs 15 minutes or more past the scheduled ending time a pro-rated fee based on \$100 per hour will be added to the final invoice to cover staff overtime wages and facility operations.** The C.M. Russell Museum reserves the right to change or cancel events to facilitate museum operations at any time and at its own discretion.

### FOOD AND BEVERAGE SERVICE

Food and beverages are permitted in designated galleries. The Museum reserves the right to determine which areas may be used for food and beverage service and for other special activities planned for the event. All catering arrangements and associated cost for food, service, equipment and other event needs must be contracted directly between the client and a Museum approved caterer. The Museum will provide a list of approved caterers. Please inform the Events Coordinator at the C.M. Russell Museum of your selection of a caterer no later than ten days prior to the event date. Self-catering is permitted at the discretion of the Events Coordinator.

Caterers may only use solid sterno burners, with protective padding, to warm chafing and service dishes. Liquid sterno is not permitted. No frying of foods is permitted.

Red or pink colored drinks, cocktails or punch are not permitted. Alcohol, with the express exception of red or pink colored wine, is permitted; however, if liquor is dispensed, whether sold or not, a certificate of proof of insurance including a client liquor liability clause is required prior to the function. If liquor is to be sold, the liquor seller must be licensed by the State and must obtain any required city or county licenses or permits. A copy of the license or permit shall be provided to the Events Coordinator ten days prior to the event, as well as evidence of liability insurance that also holds the Museum harmless.

Keg beer and pressurized canisters for dispensing beverages are not allowed in the Museum galleries. Liquor must be delivered to the loading dock area or catering entrance on the day of the event and cannot be placed in public view until after the Museum is closed to the public. It is the client's duty to adhere to the food and beverage restrictions listed above.

## EVENT SET-UP AND CLEAN-UP

The Museum staff will set up your tables, chairs and other equipment based on a pre-approved plan provided by the Events Coordinator. The Museum reserves the right to alter set-up of decorations, tables, etc. and to place them in accordance with Museum standards before and during the event. The Museum Events Coordinator must be notified of any equipment or items required for an event when it is booked, or no later than five days prior to the event.

The Museum has the following equipment available for your use: 6-foot banquet tables, 5-foot diameter round tables, cushioned chairs, metal chairs, pub tables, portable bars, podium, microphone and speaker systems, television, DVD player, and portable screen.

Acoustic instruments are allowed. Dance bands, with amplification or percussion instruments are allowed in designated areas. The Museum reserves the right to restrict the decibel levels of any amplification.

For your convenience the Museum's kitchen is equipped with stoves, sinks, dishwashers, microwaves and a refrigerator that is available for use in food preparation and warming. **Bar and food service for evening events must end at least thirty minutes prior to the close of the event in order to allow sufficient time for clean-up. The kitchen is to be cleaned and sanitized by your caterer at the end of an event, or a cleaning fee of \$50 per hour for staff time to clean the kitchen will be charged.** The Museum's Events Coordinator will inspect the kitchen for approval of cleanliness agreement prior to the caterer vacating the premises. You are responsible for removing any items brought in by or for your group. You are responsible for equipment removal if you need to rent special equipment for your event.

**The cost will be added to the facility rental invoice should the carpets require cleaning after your event.** If the carpet can be cleaned by museum staff the charge will be \$20 per hour, plus equipment and materials. If the carpet cannot be cleaned by museum staff a cleaning will be scheduled with one of our approved vendors and charged to you.

## DECORATIONS

Decorations must be approved by the Events Coordinator in advance of the function. On-site construction is not permitted. Posters, banners or other items may not be attached to the walls, ceiling or floor, or displayed outdoors. **Use of helium balloons, glitter, confetti, rice, silly string, bubble machine or combustible materials is not permitted.** The Museum has a supply of battery operated votive candles and clear glass holders available through the Events Coordinator. No other candles, open flames, tall tapers, or uncovered pillar candles are permitted.

Floral arrangements or plants brought into the Museum must be from a professional florist and clean and free of pests, and/or chemically treated to assure such. Please bring a copy of your receipt to show they were purchased from a professional florist.

**Equipment such as decorative plants, tables, chairs, etc. must be positioned at least four feet away from any works of art or farther away if that item is tall.** For example, if a speaker stand is five feet tall it must be placed at least six feet from the wall.

Photography without flash is permitted only in designated areas. However, use of tripods is not allowed without prior permission.

## SECURITY

Because we are a museum, there are concerns specific to a museum that wouldn't normally apply at other venues. Museums are non-smoking facilities. Any damage to the property and/or equipment will result in an additional charge.

Children: Parents are responsible for the supervision and safety of their children attending events. Children will not be allowed to run or play in the Museum galleries, lobby or Museum Store areas. Children may play in the Discovery Gallery if they are supervised at all times. A party renting the facility is responsible for arranging for child care supervision with a minimum of one child care supervisor per five children.

Deliveries: All deliveries must be made the day of the event through the loading dock area or catering entrance, tagged for the event, and picked up by the following morning. Caterers and clients renting the facility must use the catering entrance or loading dock entrance for all deliveries and for bringing in supplies. The catering entrance or loading dock must be used for taking supplies out of the building after the event.

Pets and Service Animals: In compliance with Museum policy pets are not allowed in the facility with the exception of service animals.

Staffing: Museum staff will serve as security for your event. The loading dock entrance, catering entrance, and the front lobby doors should not be left open at any time. Security staff must be stationed at these points to assist while ensuring full security of the facility when these doors need to be left open to allow items to be brought in or taken out. A minimum of three (3) Museum staff members must be on site for any event occurring outside regular Museum hours of operation, plus one (1) additional Museum staff member for events with more than 100 people. Variations of this rule will be at the discretion of the Events Coordinator and the Facility Manager.

## LIABILITY

Contract service providers will be required to submit proof of liability insurance in the amount of \$1,000,000 (one million) to the Events Coordinator 10 (ten) days prior to the event that also holds the Museum harmless. The sponsor of the event will hold the C.M. Russell Museum and its staff harmless from any and all claims arising out of the execution of the agreement for injury to third persons, including their agents, employees or volunteers, or to the public at large, for injury to property or persons which arise out of the sponsor's or caterer's actions.