

RAHR-WEST ART MUSEUM FACILITY USAGE REQUEST

All facility usage requests must be submitted no less than two weeks in advance. Applicable fees are due at the time of reservation, including a refundable deposit of \$150. Refer to facility usage guidelines for complete stipulations.

Event Date: _____ Start time: _____ End time: _____
*Includes set-up & clean-up time

Event Type: _____ Est. Attendance: _____

Name & age of Honoree (if applicable): _____

Organization: _____

Contact Person: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone Number: _____

Email: _____

Room Requested:

_____ Room 1 (Capacity 25)
\$75 per day
*Room 1 is not handicapped accessible

_____ Room 2 (Capacity 25)
\$75 per day

_____ Room 3 (Capacity 75)
Includes kitchenette
\$135 per day

Activities Request:

Please see activities sheet for options and pricing.

Activity name: _____

Number Participants: _____ Age Group: _____ Activity Fee: _____

Tour Request:

Admission to the Rahr-West is free. However, there is a suggested donation of \$5 for adults and \$2 for children.

A \$10 fee for commercial organizations (or busload) is payable at least five (5) business days before scheduled tour. This fee is waived for non-profit or educational groups. Groups larger than 20 individuals may be divided. Tours may be scheduled outside normal operating hours, with advanced notice.

Docent Needed: Yes No Group Size: _____ Tour Fee: _____

Equipment Needs: (please indicate quantity, if applicable)

_____ Tables	_____ Projector Screen	_____ Dry Erase Board
_____ Chairs	_____ DVD/TV (\$10)	_____ Extension Cords
_____ Digital Projector (\$10)	_____ Podium/Microphone (\$10)	_____ Easels

Please indicate any special requests or set-up information:

This facility usage agreement is made and entered into by and between the City of Manitowoc, Wisconsin, hereinafter called "City" and the named individual, Hereinafter called "Renter". The parties agree as follows: The Renter understands his/her responsibility is to set-up, clean up, and restore premises within the time period listed above. Renter agrees to hold the City harmless for any and all damages, claims or personal injury claims occurring during the term of this contract. It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the Renter and that the City shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. Renter agrees to be responsible for any damages incurred to City. Damages incurred to the property will be billed to the Renter.

Signature: _____ Date: _____

Fees:

Room Rental Fee: \$ _____

After Hours Rental: \$ _____

Equipment Rental: \$ _____

Activities: \$ _____

Tour: \$ _____

Security Deposit: A fully refundable security deposit will be collected at the time of rental. After the facility has been satisfactorily inspected for cleanliness and damages, the deposit will be refunded to the person whose name and contact information appears on this form.

Security Deposit: \$ 150.00

Total Due: \$ _____

For Staff Use Only

Authorized Signature: _____ Date: _____

Date Paid: _____ Amount: \$ _____ [] Cash [] Credit [] Check # _____

[] Docent Needed:

Docent(s): _____ Phone: _____

_____ Phone: _____

_____ Phone: _____

[] Activity Instructor: _____ Phone: _____

Aide(s): _____ Phone: _____

Deposit Returned: \$ _____ Date Returned: _____

The Rahr-West Art museum is a not-for-profit, tax-supported institution, operating as a department of the City of Manitowoc, Wisconsin. The Museum will make space available for rental by outside parties on a limited basis, provided it does not interfere with the operations of the Museum, with Museum programming, or with any City governmental need. Indoor spaces are available for rent on a first come, first served basis, subject to the established policies and criteria of usage. The grounds are not available for rent.

The museum will not rent space for fundraising activities that do not directly or indirectly support or enhance the mission of the museum or the promotion of other cultural activities within the area.

Food service is limited to light buffet or passed hors d'oeuvres and drinks.

Activities that interfere with the use of a public exhibition space for more than one day will be considered at the discretion of the Director and the Board of Directors. One of the primary purposes of the museum is to serve the public through exhibition. Therefore, rental of the facility for non-museum related functions should not interfere with public accessibility.

Facility Usage Guidelines

Payment

Payment of rental fee and \$150 deposit is required at booking. We accept cash, check or credit/debit cards.

Cancellations:

Rahr-West Art Museum must be notified of any cancellations at least 48 hours in advance or fees will not be refunded. Exceptions to this would be due to inclement weather.

Deposit Refund

Deposit refunds will be issued by check on the first Friday following the rental, to the person whose name is on the rental from, provided the facility/equipment is in the same condition or better than it was prior to the rental and there were no reported issues.

Meeting rooms are available:

Monday-Friday from 8 AM to 4 PM and Saturday-Sunday from 11 AM to 4:00 PM. Set up and clean up time needs to fall within this time frame. Failure to do so will result in forfeiture of your deposit.

Conduct

The Museum is open to the public: Tues-Fri 10-4 Sat & Sun 11-4

We ask that you and your guests be considerate of others visiting the museum. Security staff will be monitoring the facility and inform you if there is an issue and give you ample opportunity to correct the situation. With this in mind, we ask that you **avoid** the following:

- Music/noise at a level that can be heard outside of your rental space.
- CHILDREN MUST BE SUPERVISED BY AN ADULT AT ALL TIMES. It is recommended that there is at least one adult per eight (8) children.
- Disruptive behavior by children and/or adults (Failure to do so may result in forfeiture of your deposit).

Use of museum equipment

Museum equipment rented for your event should be properly cared for and handled by experienced users. ***Please note: There may be Museum property stored in your rental area that is NOT INCLUDED IN YOUR RENTAL. This includes but is not limited to dishwasher, dishes & food items. Unauthorized use of Rahr-West property will result in forfeiture of your deposit.***

Food & Beverages

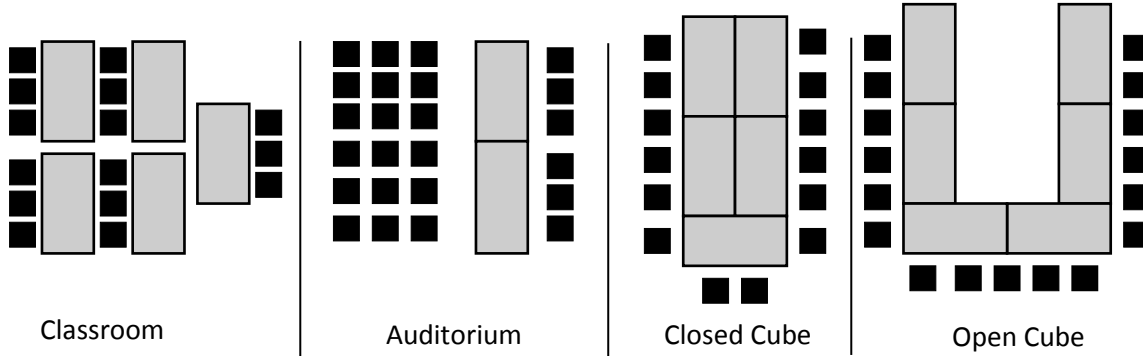
We request that food and beverages be kept in the room(s) that you have reserved. No warming devices that use an open flame.

Tours:

Guided tours are available. There is a \$10 fee per group/busload. This fee is waived for non-profit or educational groups. Groups large than 20 may be split up. If a tour is needed outside normal business hours, we will make every effort to accommodate.

Room Setup

Please indicate if you have a particular room set up desired on the room set up portion of the form.



Damages:

Although we expect all users of the museum to assist in maintaining the integrity of the facility, we request that any damage to museum property be reported immediately to the staff on hand.

Clean Up

Clean up time needs to fall within the museum's operating hours. **Failure to do so will result in forfeiture of your deposit.**

- Place all of the garbage in closed bags in the trash receptacles.
- All recyclables should be placed in the receptacles marked for recycling.
- Sweep the floor
- Wipe off the tabletops & countertops and wash out the sinks
- Wipe up any over-bakes in the microwave
- Empty the Refrigerator of items YOU BROUGHT for your event and Wipe up any spills in the refrigerator
- Take down any decorations that you put up. BE SURE TO REMOVE ALL TAPE.
- Take all your personal belongings with you

Please note: There may be Museum property stored in your rental area that is NOT INCLUDED IN YOUR RENTAL. This includes but is not limited to dishes & food items. Unauthorized use of Rahr-West property will result in forfeiture of your deposit.

The museum is a non-smoking facility

Wi-Fi is available throughout the facility