

Atlanta Public Museum Events Policy
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As stewards of Atlanta History, preservation is at the core of our mission. To protect and preserve our historic and iconic 1867 buildings, the artifacts and documents within, we are selective about the events held within.

The Museum does allow weddings or wedding receptions, rehearsal dinners, bridal or baby showers, birthday parties, memorial services, proms, fundraisers for external organizations (excluding political fundraiser) and class reunions on a case-by-case request. No events for attendees under the age of 18 are considered without parental or guardian presence. These parameters ensure a quality experience for all visitors which is of the utmost importance to us. The final decision regarding all event requests is determined by the Museum Director, with the right to approve or decline any event request due to scheduling, staffing considerations or otherwise.

Facility rental is on a first-come, first-served basis. For this reason, the Museum does not host weekly or monthly meetings for outside organizations. Requests must be made at least 30 days prior to the proposed date.

Events may be held during regular daytime Museum hours, 10 AM to 4 PM Monday through Saturday. Sundays, 1 PM to 4 PM are considered an After-hour event. After-hour events can be held between 4:30 PM to 9 PM Monday through Saturday, and Sundays afternoons. No before or after-hours events will be conducted on Sundays outside of the 1 PM to 4 PM timeframe. Regardless of the event, all exhibits and buildings will close at 9 PM.

Site Visit and Set-up

Before an event rental will be considered, the host must submit the Museum's Event Request Form, schedule a visit to the Museum and meet with a designated Museum Staff Member. We encourage those wishing to book an event to please check our website at <http://www.atlantamuseum.org/special-event> for availability. We ask that renters visit the facility a minimum of 30 days in advance. The designated staff member will conduct a walk through to go over the policy, confirm set-up needs and schedule prior to the event and answer any questions the renter may have.

The **Route 66 Event Space** is approximately 900 sq. ft. of space in the main area with an additional 400 and 200 sq. ft. in the adjoining areas.

The Museum can provide up to **7 round tables** (seating for 6 each), **7 – 6 ft. tables**, or **5 – 8 ft. tables**. Currently we have approximately **80 chairs** available for use that are of good quality. We have an additional 25 chairs that are worn or paint-stained so chair covers would be recommended. The Museum does not provide chair covers or tablecloths. Please see the attached room set-up options for the maximum allowable people for your event. Please Note ~ No dancing, jumping or up-and-down movement is allowed regardless of the event or number of attendees.

Set-up configurations may require assistance from the renters for completion. Staff can accommodate complete set-ups for an additional fee. All items being brought into the Museum will use the rear entrance. This includes any possible catering staff. The Museum will provide all power strips and extension cords. No outside electrical components are allowed.

The Palm's Grill. The Palm's Grill is currently under contract with Missy's Sweet Shoppe. Please contact Missy @ **309-825-5291** for rates and availability. Depending on the rental times or dates, an additional fee for Museum Staff to be on-site may be incurred beyond her rental fee.

ALL set-up and clean-up must take place within the designated timeframe when possible. This includes set-up, event time and tear-down/clean-up. Flexibility for set-up times only may be considered but must be pre-approved before the day of the event. A discretionary allotted time for tear-down shall be determined prior to the event and must be adhered to so as not to incur additional charges.

NOTE: The Museum does not supply highball tables, but they are permitted but must be supplied by the renter. All rented equipment & set-up items must be removed on the same day as the event. **Once a set-up schedule is agreed upon, it cannot be changed without staff approval.**

The renter's designated person in charge of the event must be present throughout the entire length of the event and have clear communication with the Museum's designated staff before, during and after the event. The Museum is not responsible for the security of any property of the renter and/or guests.

Catering/Food Service

If you choose to include the services of a caterer for your event, the caterer must be approved by the Museum in advance. Cold service, box lunches and pre-packaged snacks are allowed without a caterer.

The caterer must provide the Museum with an up-to-date Certificate of Liability of Insurance with a minimum of \$1,000,000 general liability, and must list 1) Atlanta Public Museum, 2) Atlanta Public Library District, 3) Atlanta Board of Trustees, 4) Atlanta Public Museum Staff as additional insured and coverage must be primary and noncontributory.

No food or drinks may leave the rental area. No food or drinks are allowed in exhibit areas, including but not limited to the exhibit areas immediately and located within the Main Lobby and First Floor viewable areas.

Because the Museum is a public space, nuts or products containing nuts may have been served. Renters acknowledge that the Route 66 Event Space is not a nut-free space and they are responsible for notifying any attendees of their event of this situation should there be a need to do so.

The renter shall ensure the caterer removes all trash from the building.

Alcohol Policy

Alcohol can be served at an event, if an approved caterer serves it for evening events only. **Alcohol cannot be served during regular Museum hours.** No alcohol is allowed to be **sold** on the premises. No cash bar is allowed. The Certificate of Liability from the caterer must include liquor liability coverage with the Minimum \$1,000,000. A temporary liquor license from the Atlanta City Council must be obtained and on file, along with the Certificate of Liability, within thirty (30) days prior to the event. **The consumption of alcoholic beverages by individuals under 21 is strictly prohibited, inside the facility, or on city property.**

It is our expectation that guests will observe decorum, and social drinking will not be a problem or hazard. At any time, guests can be asked to leave if behavior becomes questionable or unruly during any event (determined by Museum Staff). The renter is ultimately responsible for the behavior of guests and any damage incurred.

Rental Fees and Schedule

Deposit Fee Policy

- Regardless of the event, all entities are required to place a \$100 deposit (no checks) to hold the date and space. This Deposit may be waived at the discretion of the Museum Director.
- Upon completion of the event, an inspection will be conducted and monies returned to the representative of the event if no issues are found.

During Business Hours – Monday thru Saturday, 10 AM to 4 PM:

- **Commercial, Private or Political Organizations:** \$75 flat rate for three hours, each additional hour is \$50 per hour.
- **Non-Profit Organizations:** a deposit of \$50 for three hours, each additional hour is \$25 per hour. Upon the completion of the meeting, an inspection of the premises will be conducted and monies returned if no issues are found. Additional Fees for time overage are not refundable.

After Business Hours – Monday thru Saturday, 4:30 PM – 9 PM; Sundays, 12 PM – 4 PM:

- **Commercial, Private or Political Organizations:** \$150 flat rate for three hours, each additional hour is \$100.
- **Non-Profit Organizations:** a deposit of \$100 for three hours, each additional hour is \$50. Upon the completion of the meeting, an inspection of the premises will be conducted and monies returned if no issues are found. Additional Fees for time overage are not refundable.

Additional Staffing Requirements

- After-hours events will also incur a staffing fee of \$30/hr. per staff member, up to two staff members, per event. This is not a refundable fee regardless of the renting entity.
- If a larger event (over 30 people) is scheduled, a minimum of two staff members will be assigned with additional staff as needed, based on the scope and size of the event.

Programming aligned with the Museum's Mission will be given priority over conflicting date requests at the discretion of the Museum Director.

RESTRICTIONS

Except for the use of Sternos, no open flames will be allowed.

No food or drink is allowed in exhibition areas or galleries of the Museum.

There is no tobacco use of any kind (smoking, vaping, dip, chew, etc. ...) allowed inside the Museum.

Renters may not open any windows or unplug any equipment in the building. If access to electricity is needed, prior authorization is required.

The following are allowed for display use: Command Strips, provided by the Atlanta Public Museum; painter's tape, nail hooks already in place.

Items that are not allowed are: Glitter or glitter products; confetti; duct or scotch tape; any type of adhesive; no helium items of any kind, including balloons.

No balloon or other helium items are allowed to be released outside the Museum or in the surrounding area(s).

Any trash created must be removed and placed in the provided trash bins behind the building.

All decorations must be fire-proof or fire-resistant, and approved by Museum staff.

All outside fixtures or decorations (furniture, lighting, flags, etc.) must be pre-approved.

Use of stairs located in the rental space are OFF-LIMITS. Renter agrees to monitor attendees from attempting to access Museum space above or below via the stairways.

Absolutely no food or drinks are allowed outside the rental space or area(s).

I (Renter) have read and agree to the terms of the agreements outline in the Atlanta Public Museum's Route 66 Event Rental Policy.

Name: _____

Date: _____ Phone: _____

Email: _____

Office Use

Approved by: _____

Date: _____

Set-up Requirements:

- Number of Attendees: _____
- Date Requested: _____
- # of Round Tables: _____
- # of 6 ft Tables: _____
- # of 8 ft. Tables: _____
- Chairs: _____
- Electricity: Y N
- Catering: Y N
- Name of Caterer: _____
- Certificate of Liability Received: Y N
- Alcohol Being Served: Y N
- City Permit: Y N
- Certificate of Liability – Alcohol Addendum: Y N
- Sound System Requested: Y N
- Projector/Screen needed: Y N

How many outlets: _____