



**THE ANDERSON - ABRUZZO
ALBUQUERQUE INTERNATIONAL BALLOON MUSEUM**
9201 Balloon Museum Dr., NE Albuquerque, NM 87113

Rental Policies and Agreement

Mission Statement

The mission of the Anderson-Abruzzo Albuquerque International Balloon Museum is to be the leading educational institution of engaging exhibitions and informative programs on the history, art, culture, science, and sport of ballooning and other lighter-than-air craft.

The Museum encompasses an international, national and regional perspective demonstrating the global development of ballooning achievements via exhibitions, collections and programs designed for diverse audiences. The Museum also showcases the adventurous spirit, endeavors and achievements of the individual balloonists.

Use of Meeting Spaces

The Museum is an award winning, world-class public institution whose collections and education programs highlight the history, culture, science, art, and sport of ballooning and other lighter-than-air craft. The building contains designated spaces which may be used for programs and meetings by organized groups on a space available basis.

Rental Space Contacts:

Lisa Abeyta
Email: labeyta@cabq.gov
Phone: 768-6036

OR

Toni Fleisher
Email: toni@cabq.gov
Phone: 768-6028

FAX 505-768-6021

Use of Facilities

General Limitations

- a) Hours: Each event will be approved for specific hours. It is the responsibility of the user to cooperate with security staff in maintaining this schedule.

- b) Non-compliance with Museum policy and procedures: the museum reserves the right to deny the use or the continued use of its facilities to any person or organization not complying with Museum policy and procedures.

- c) Civil rights: it is museum policy that the use of its facilities should be consistent with the objectives of Title VI of the Civil Rights Act of 1964. Facilities shall not be made available to any organization that practices discrimination based on race, creed, color, sex, national origin, age or condition of handicap.

- d) A limit of 12 functions per year will be observed for any one organization.

- e) No event will be scheduled on the Museum calendar until the "Agreement" is signed by the person or organization requesting rental space and also by the Museum Manager.

- f) Any merchandise for sale to the public may be sold by arrangement with the Museum Shoppe; such arrangements must be made in advance with the store managers and the Museum Manager, or their designees.

- g) The participating group is required to observe posted regulations concerning smoking, eating, drinking and clean-up of meeting spaces.

- h) Liability: each non-museum organization, by signing this, "Agreement," agrees to indemnify and hold harmless the City of Albuquerque, and the Museum Foundation, their agents and employees, against any and all damages, claims, or other liability due to personal injury or death, or damage to the property of others, arising out of the non-museum organizations' use of Museum facilities. Any required insurance must name City of Albuquerque and the Anderson-Abruzzo Albuquerque International Museum Foundation as additional insureds.

Fees and Security

a) Charges for outside groups. Outside groups are required to pay a service charge for using facilities and also will be charged at prescribed rates for all direct, event-related costs. Additional charges may be assessed resulting from extended use, damage, abuse, or for using services beyond those approved in advance. The user accepts full responsibility for such additional obligations and payment thereof. Space will be provided to organizations in accordance with fee schedules proposed by the Board of Trustees and approved by the City administration. Fee schedules may be obtained from Museum administration. The Museum Manager may waive these charges under circumstances that benefit the mission of the Museum.

b) Any security above that normally provided by the Museum that may be necessitated by the nature of the meeting must be furnished by the Museum and will be charged to the sponsoring organization.

3. Application for Use of Meeting Space

Reservations for meeting spaces will be on a first-come, first-serve basis and should be requested in writing at least three weeks prior to the meeting. Necessary Museum functions having first priority may require the adjustment of scheduled space after reservations are confirmed.

4. Exceptions

Under special circumstances explained in advance and in writing, the Museum Manager may waive the requirements and limitations concerning the use of Museum facilities.

**2008
RENTAL FEE SCHEDULE**

<u>Space</u>	<u>Maximum Time</u>	<u>Capacity (seated event)</u>	<u>Rental Fee</u>
Board Room (East)	up to 6 hrs	45	\$ 500
Board Room (East)	7 hrs or more	45	\$ 700
West Meeting Room	up to 6 hrs	43	\$ 500
Meeting Room	7 hrs or more	43	\$ 700
Pugash Hall (Upstairs)	up to 6 hrs	223	\$2250
Pugash Hall (Upstairs)	7 hrs or more	223	\$2700
Sky Lounge (downstairs)	up to 6 hrs	223	\$2250
Sky Lounge (downstairs)	7 hrs or more	223	\$2700
North Grounds outside (in conjunction with the Pugash Hall or Sky Lounge)	up to 6 hrs	up to 1000	\$750
North Grounds outside (outside grounds only)	up to 6 hrs	up to 1000	\$1650
All Museum - inside only (Pugash, Sky Lounge, W. Meeting Rm.; Exhibit Area)	up to 6 hrs	300 to 500 informal up to 250 seated	\$4200
Everything (Includes Museum, and outdoor North grounds)	up to 6 hrs	500-1000	\$6000

- *Capacity varies according to table and chair placement.*
- *Nonprofit institutions will receive a 25% discount on rental rates.*
- *A deposit of one-half of the rental fee is required with the signed application.*
- *A 20% damage deposit is required with the signed application and will be held until after the event date*
- *Deposit is non-refundable upon cancellation by the renter.*
- *Security, maintenance, tables/chairs (limited to amount on hand at Museum) and set-up included in rental fee. Limited Audio visual equipment: two high-quality portable PA systems with two speakers on stands, a mic and table top or floor stand; LCD projector; and 80" portable screen are available for a fee. The Museum does NOT provide ANY AV technical support.*
- *Maximum time is inclusive of the time it takes to set-up and break down the event unless otherwise approved by the Museum.*

Rental fees are subject to increase during holidays, one week prior to, during, and after the Albuquerque International Balloon Fiesta, and other days not listed here.
All Prices are subject to change at any time without notice.

Contact: Toni Fleisher Ph: 505.768.6028 Email: toni@cabq.gov

Guidelines for Events

Please note:

- There are no refunds for rental fees or deposits.
- One-half of the full rental fee plus the 20% refundable damage deposit is required with submission of completed and signed worksheet/agreement.
- A 20% damage deposit is required with the signed application and will be held by the Museum for no more than 30 days after the event. The damage deposit, or a portion of it, will be applied to any greater than normal cleaning required as a result of renter's use or for repair of any damage caused by Renter during its use of the premises. An itemized statement will accompany any refund or partial refund.
- Balance of rental fee is due no later than 30 days before event.
- You will not be billed for the rental fees; this is your responsibility.
- If the balance is not received 30 days before event, the event will be removed from the schedule.

Security: the Museum will have final authority in determining security and custodial personnel required.

Renter will be responsible for the cost of additional security above that normally provided by the Museum.

No event will be scheduled which will charge admission except for nonprofit (501c3) organizations conducting fund raising events.

Sound levels must be held in compliance with City Ordinance. Renter will be responsible for contacting Environmental Health Department to apply for sound permits (free at this time) and receive a copy of allowable decibel levels.

Food and drink will be allowed only within the Anderson/Pugash Lecture Hall (upstairs), in the Café (downstairs), the balcony, patio and. **NO confetti, rice or birdseed, please. Flower petals are allowed in outdoor areas only.** No smoking in the Museum or outside on the Museum/City of Albuquerque property.

Renter is responsible for providing their own decorations. Decorations must be approved by Museum Staff. Candles or any kind of open flames cannot be hung from the ceiling.

No additional table illumination except battery powered incandescent fixtures.

No light trees or additional floor lighting which might endanger objects displayed and exhibited, as determined by Museum staff. Set up and dismantling of any decorations, food service, etc. should not disrupt public programs. Renter will be expected to remove all materials prior to opening of the Museum on the day

following the event unless prior arrangements have been made. Set up will not be allowed to commence in public areas prior to 5 p.m. on the day of the event. Any exception to this guideline must be approved by the Museum Director.

Any music will be subject to the electrical load capacity of the building and must comply with the City/County sound ordinance. Load capacity to be determined for each individual event by Museum staff.

The Museum must review any printed material, including the invitation for approval prior to printing.

Galleries will be open for viewing exhibitions only. No food or drink will be allowed in galleries except upon approval by the Museum Director. No catering setups will be allowed in gallery areas without prior approval from the Museum Director.

All facility rental events must be approved by the Museum Manager or their designated representative and will not be entered in the Museum's master calendar until approved.

All Food and Beverage items must be obtained through the approved catering vendor listed below.

<p>Cooperage (liquor service available) Jim Schumacher 6101 Moon NE # 4000 Albuquerque, NM 87111 Phone: 505.797.1334, Ext. 142 Fax: 505.797.1362</p>	<p>Garduno's (liquor service available) Nancy Back Phone: 505.440.9013 Fax: 505.797.8999</p>
<p>Dawn Sanchez Creations Dawn or Jay Phone: 505.242.4101 Fax: 505.379.1152</p>	<p>Blue Plate Specials Gwen Clapp 4914 Royene NE Albuquerque, NM 87110 Phone: 505.255.2583 Fax: 505.255.2088</p>
<p>Gourmet-to-Go (also offers ethnic/Kosher cuisine) Sharon Levin 4003 Carlisle Blvd. NE Albuquerque, NM 87107 Phone: (505) 880-0057 Fax: (505) 804-8000 gourmettogo@gmail.com</p>	

BALLOON MUSEUM RENTAL WORKSHEET

Please fill each blank and check appropriate lines. Today's Date: _____

Event Date: _____ Alternate Date: _____

Organization: _____ Nonprofit? Yes ___ NO ___

Name of Event: _____

Purpose of Event: _____

Setup Time: _____ Event Time: From _____ to _____

Number attending: _____ Will participants be screened? YES ___ NO ___

Contact Person _____ Telephone _____

Cell: _____ Fax: _____ Email: _____

Address: _____ City: _____ State: ___ Zip: _____

Catered: YES ___ NO ___ Liquor: YES ___ NO ___ Hosted: ___ Not Hosted: ___

Name of Catering Service (must use one of four approved vendors for food and either the Cooperage or Garduno's for liquor): _____

Catering Contact Person: _____ Phone number: _____

Entertainment: YES ___ NO ___ Group Name: _____

Group contact name: _____ Phone: _____

Please indicate rental area(s):

Sky Lounge (downstairs) ___ Pugash Hall (upstairs) ___

Classroom (for Birthday Parties) ___ West Meeting Room ___ Board Room (East) ___

N. Grounds (outside only) ___ N. Grounds (in conjunction with Sky Lounge or Pugash Hall) ___

All Museum (inside only) ___ Entire Museum (inside and N. Grounds) ___

Comments/Additional Instructions:

AUDIO VISUAL EQUIPMENT (Two high-quality portable PA Systems with mic and floor or table top stands , LCD Projector; 80" Portable Screen) ARE AVAILABLE UPON REQUEST FOR A FEE. No AV technical support provided.

Please note: There are no refunds for paid rental fees or deposits. One-half full rental amount will be a non-refundable deposit and is required with submission of completed worksheet and signed agreement in addition to the 20% refundable damage deposit. Balance of rental fee is due no later than 30 days before event.

You will not be billed for the rental fee; this is your responsibility to submit in a timely manner. If the balance is not received 30 days before event, the event will be removed from the schedule.

AGREEMENT

It is hereby agreed between The Anderson - Abruzzo Albuquerque International Balloon Museum (Museum) and _____ (Renter) that the Museum will make space available to the Renter on the date and time and under the conditions attached. It is understood that the documents, Rental Policies, "Guidelines for Events," "Rental Worksheet," and Rental Agreement" are considered a part of this agreement and both the Museum and the Renter agree to follow said guidelines in relation to the event contemplated by this Agreement.

Accepted and Agreed on _____ Date

Our organization will accept responsibility for careful and conscientious use of facilities and equipment. We will assume charges for cleaning and/or damage, if necessary.

Name of Authorized Signer (Please Print)

Renter Signature

Date, Time & Name of Scheduled Event

Application for rental space approved.

Jeffrey P. Cooper-Smith, Manager
The Anderson-Abruzzo Albuquerque International Balloon Museum



city of albuquerque

Rental Fee:	_____
20% Damage Deposit (refundable):	_____
50% of Rental Fee to Confirm:	_____
Total Deposit Due (Rental fee + Damage Deposit):	_____
Balance Due 30 Days Prior:	_____
Date Paid in Full:	_____

City of Albuquerque
Requirements for Serving Alcohol at City Facilities

In order comply with the State of New Mexico Liquor Control Act, the following requirements must be met.

1. The vendor must apply for and receive a “Special Dispenser’s Permit” from the City of Albuquerque. The permit must be displayed in a conspicuous place.
2. The vendor must display a copy of their liquor license at the event.
3. The vendor must have a copy of the New Mexico Rules and Regulations and all Amendments on hand at all times.
4. The vendor must display at the event the four required caveats as required by the state. 1. No firearms 2. Minors not permitted 3. Pregnancy warning 4. High cost of DWI Warning.
5. Servers at the event must have their state certifications with them.

Acknowledgement of Lessee

Name

Date