The Balloon Museum…Corporate Amenities with Museum Elegance

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

Rental Policies, Fees, Caterers Worksheet and Agreement Forms

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 lighter-than-air flight.

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 lighter-than-air flight. The building contains designated spaces which may be used for programs and meetings by organized groups on a space available basis.

Visit www.cabq.gov/balloon/rental-information to view images of the rental areas.

Rental Space Contacts:
Primary Contact: Ann Rose, Rental Coordinator
Phone: 768-6036 Fax: 768-6021
Email: arose@cabq.gov

Secondary Contact: Toni Fleisher, Rental Manager
Phone: 768-6028 Fax: 505-768-6021
Email: toni@cabq.gov

Use of Facilities

General Limitations

a) Each event will be approved for specific hours outlined in the approved Rental Worksheet. If those hours change it is the responsibility of the user to contact the Museum staff (Rental Coordinator/Manager) to request a revision to the hours of usage. The Museum staff will make revisions to the hours with security as appropriate.
b) 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. User acknowledges that user has received a copy of all Museum policy and procedures.

c) 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) No organization may use the museum for more than 11 functions per calendar year.

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 Museum Shoppe Manager and the Museum Manager, or their designees. Fundraising events may not sell merchandise that is for sale in the Museum Gift Shoppe unless prior arrangements with the Shoppe Manager and Museum Manager have been made.

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

h) 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 as additional insureds.

Fees and Security

a) Charges for outside groups. Outside groups are required to pay a rental fee for use of the facilities and will also be charged at prescribed rates for all direct, event-related additional 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. A copy of the fee schedule is included with the rental policies. 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 event must be furnished by the Museum and will be charged to the sponsoring organization.

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 PROPOSED meeting DATE. Necessary Museum functions having first priority may require the adjustment of scheduled space after reservations are confirmed.

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.

STANDARD 2011
RENTAL FEE SCHEDULE*

Space	Maximum Time	Capacity (seated event)	Rental Fee
Board Room (East)	Up to 7 hrs	45	$ 500
Board Room (East)	More than 7 hrs	45	$ 700
West Meeting Room	Up to 7 hrs	43	$ 500
Meeting Room	More than 7 hrs	43	$ 700
Pugash Hall (Upstairs	Up to 7 hrs	223	$2250
Pugash Hall (Upstairs)	More than 7 hrs	223	$2700
Sky Lounge (downstairs)	Up to 7 hrs	223	$2250
Sky Lounge (downstairs)	More than 7 hrs	223	$2700
North Grounds outside (in conjunction with the Pugash Hall or Sky Lounge)	Up to 7 hrs	up to 1000	$750
North Grounds outside (outside grounds only)	Up to 7 hrs	up to 1000	$1650
All Museum - inside only (Pugash, Sky Lounge, W. Meeting Rm.; Exhibit Area)	Up to 7 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 AND GOVERNMENTAL 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 refundable damage deposit OF 20% OF THE TOTAL RENTAL AMOUNT is required with the signed application and will be held until after the event date.*
- *Security, maintenance, tables/chairs/podiums/bars (limited to amount on hand at Museum) and set-up, and a Manager-On-Duty included in rental fee. [Limited Audio visual equipment is available upon prior request and for a fee. this consists of 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.]. 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.

Guidelines for Events

Please note:

- There are no refunds for rental fees or deposits; however if a Renter seeks to cancel more than 45 days prior to an event, a partial refund of the paid deposit and damage deposit may be granted by the Museum.
- 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 to make payment on the balance due in a timely manner
- If the balance is not received 30 days before event, the event will be removed from the schedule and the space will be made available to other users. An exception to the 30 day rule applies if the event is scheduled less than 30 days in advance by approval of the Museum Manager.

Security: the Museum has final authority in determining security and custodial personnel required based on the proposed use. Renter is responsible for the cost of additional security above that normally provided by the Museum. If additional to usual security will be required, the Renter shall be so informed as soon as possible.

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 and receive a copy of allowable decibel levels.

Food and drink will be allowed only within the Pugash Hall (upstairs), the Sky Lounge (downstairs), the W. Meeting Room, the Board Room, the balconies/patios and North Grounds. **NO confetti, rice or birdseed, please. Flower petals are allowed in outdoor areas only.** Battery powered incandescent fixtures are preferred. Real candles are strongly discouraged and must be approved in advance by museum staff. If real candles are used as part of center pieces they must be surrounded by water and flames completely covered by a glass votive. Oil lamps are not allowed. Fog and smoke machines are not allowed. The Museum and Museum grounds outside are on the Museum/City of Albuquerque property and are NO SMOKING areas.

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

All electrical needs including floor lighting, warmers and other electrical appliances which will draw on the Museum's power or might endanger exhibits/displays must be approved in advance 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 immediately 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 sound systems or catering equipment will be subject to the electrical load capacity of the building. Load capacity will be determined for each individual event by Museum staff.

Photography or videotaping is allowed during a rental event. However, the photographer must work with the Rental Coordinator to ensure any tripods or lighting equipment will not interfere with public safety. The Rental Coordinator will inform the photographer of any restricted areas of the Museum or copyright protected artifacts. If photos or videos are used for any commercial purpose the Balloon Museum will be credited in the image and the Museum Rental Coordinator informed of the purpose of the use.

Printed materials such as invitations listing the Museum name and address should be listed as follows:

The Anderson-Abruzzo Albuquerque International Balloon Museum
(May be abbreviated to "Albuquerque International Balloon Museum" if space is an issue)
9201 Balloon Museum Dr. NE, Albuquerque, NM 87113

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.

If liquor is served at your event a Picnic License must be obtained through an existing Dispensers License. This process will take a minimum of two weeks, but 30 days is preferred. Make sure that your caterer secures the Picnic License for your event. It is the responsibility of the rental client to request that a copy of the Picnic License be sent to the Balloon Museum by your caterer at least two days prior to the event. The Picnic License must be displayed behind the bar

The Balloon Museum prefers that only the Cooperage or Gardunos be utilized when liquor is being served. If under certain circumstances an outside liquor provider is approved by the Balloon Museum for your event, the owner of the company who will be securing the Picnic License and serving the liquor must meet with the Balloon Museum Rental Coordinator to review liquor rules and Balloon Museum procedures a minimum of two weeks in advance.

All food and beverage items must be obtained through one of the following approved caterers:

Cooperage (liquor service available) **Jim Schumacher** **6101 Moon NE # 4000** **Albuquerque, NM 87111** **Phone: 505.797.1334, Ext. 142** **Fax: 505.797.1362**	**Garduno's (liquor service available)** **Lindsey Garduno** **lindsey@gardunosrestaurants.com** **505-400-9962** **4604 Columbine NE** **Albuquerque, NM 87113**
Dawn Sanchez Creations **Dawn or Jay** **Phone: 505.242.4101; 505.341.4101** **Fax: 505.379.1152** **Email: dawnsanchez@qwestoffice.net**	**Blue Plate Specials** **Tommy Fulcher** **2412 San Mateo Pl. NE** **Albuquerque, NM 87110** **Phone: 505.255.2583 Fax: 505.888.6632** **Web: www.eatblueplate.com;** **Email: eatblueplate@gmail.com**
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**	

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_____ Name of Entertainer(s):_____

Entertainment 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; it 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

City of Albuquerque

Application for rental space approved.

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

Rental Fee:	_____
20% Damage Deposit:	_____
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