



## Rental Policies & Agreement

Thank you for choosing The Albuquerque Museum for your special event!

The Albuquerque Museum is a City of Albuquerque facility where the community is involved in Art and History and shares the stories of our rich heritage and many cultures. This is accomplished through the acquisition, preservation and interpretation of art and history collections through exhibitions and education programming.

**Use of the Facilities:** Please review the following policies regarding the rental of the Museum.

### A. **Rental Policies**

1. **Hours:** Each event will be approved for specific hours. It is the responsibility of the Renter to cooperate with Museum staff and security in maintaining this schedule. The Museum is open to the public Tuesday through Sunday. Rental functions should not impact the Museum visitor's experience. Events must end at 10 p.m. and clean-up complete by 11 p.m.
2. **Reservations:** Spaces may be scheduled up to 12 months prior any event date. Events will be placed on the Museum calendar once the Agreement is signed by the person or organization requesting rental space and by the Museum representative. Reservations for the Conference Room will be on a first-come, first served basis Reservations for meeting spaces will be on a first-come, first-served basis and should be requested in writing at least three weeks prior to the meeting. Museum functions have priority and may require the adjustment of scheduled space after reservations are confirmed.
3. **Artwork:** The Albuquerque Museum of Art and History has a variety of galleries and exhibits ("Artwork") that change throughout the year. Artwork may be changed without notice to the Renter. A change in the artwork does not affect the contract, the reserved space, or Renter's responsibilities and requirements.
4. **Rental Fees:** Renters are required to pay a rental fee for using facilities. 50% of the total rental fee will be a non-fundable reservation deposit and is required with signed contract. Balance of rental fee is due no later than 30 days before event. Written notification is required 60 days prior to scheduled event for any cancellations to receive a 50% refund.
5. **Damage Deposit:** A 20% damage deposit is required and will be held by the Museum for no more than thirty (30) days after the event. The deposit will be refunded after the event providing the event has complied with the Museum's rules and guidelines and there is no damage to the facility.
6. **Liquor:** All liquor sales at the Museum are handled by the Museum's sole Liquor Licensee, Slate at the Museum.
7. **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. Renter further agrees to comply with provisions of the New Mexico Human Rights Act, NMSA §§ 28-1-1 et seq.
8. **Posted Rules:** The participating group is required to observe posted regulations concerning smoking, eating, drinking and clean-up of spaces. Food and drink is not permitted in galleries.
9. **Liability:** Each non-Museum organization, by signing this Agreement agrees to indemnify and hold harmless the City of Albuquerque and the Albuquerque Museum, 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 its use of Museum facilities. Caterers must provide evidence of commercial general liability, including product liability insurance with extended liability coverage and property damage. Policy must be in the amount of \$1,000,000 combined single limit General Liability. All insurance must name the City of Albuquerque as additional insured.
10. **Ticket Sales:** Events may not charge admission except for non-profit 501(c)3 organizations conducting fundraising events.
11. **Security:** Any security above that normally provided by the Museum may be required based on the event and must be furnished by the Museum. The Renter will be charged the associated costs.

## Guidelines for Events

1. Sound levels for outdoors events must be held in compliance with City Ordinance (please contact the Environmental Health Department to apply for a noise permit).
2. Food and drink will be allowed only within the rented areas. Smoking is not allowed at the museum.
3. Due to space limitations, the Museum is unable to store serving dishes, linens, tables, or other rentals.
4. **For evening events, set-up will only begin in public areas after to 4 p.m. on the day of the event.** Set-up and tear-down of any decorations, food service, etc. should not disrupt museum programs. Renter will be expected to remove all materials prior to opening of the Museum on the day following the event.
5. Rice, confetti, glitter and bird seed are not permitted inside the museums for any purpose. Flower petals are allowed in outdoor areas only.
6. Decorations, lights or candles may not be hung from the ceiling. No open flame permitted.
7. Due to the nature of the art, light trees and/or additional floor lighting may not be permitted as determined by Museum staff.
8. Any food preparation and music will be subject to the electrical load capacity of the building. This capacity will be determined by Museum staff.
9. The Museum will review any printed material proposed by Renter, including the invitation, for approval prior to printing.
10. Slate at the Museum is the exclusive provider for alcohol at events. Slate at the Museum provides certified bartenders for all events. Liquor laws and policies require that all persons consuming alcoholic beverages on the event premises must be 21 years of age or over. Slate Street Cafe reserves the right to terminate liquor service at a function if minors attending consume, or intend to consume alcoholic beverages, or persons of legal age are intoxicated. The serving bartender reserves the right to refuse service to any guest if he or she feels they are intoxicated or unfit to consume alcohol. Alcoholic beverages cannot be brought to the event from outside sources nor may any alcoholic beverage leave the licensed premises during an event. Alcohol is not permitted in The Gazebo or The Sculpture Garden.
11. Caterers shall have a valid Business Registration Permit issued by the City of Albuquerque in addition to a current permit from the Environmental Health Department for all events at which the caterer shall serve and comply with all applicable environmental laws and regulations.

## Rental Rates

Space	Capacity	Rental Fee
The Board Room	15	Up to 4 hours = \$100 \$50 for each additional hour
Auditorium (day)	80	Up to 4 hours = \$100 \$50 for each additional hour
Auditorium (evening)	80	Up to 4 hours = \$200 \$50 for each additional hour
The Ventana Salon (day)	150	Up to 4 hours = \$500
The Ventana Salon (evening)	150	Up to 6 hours = \$2,000 \$300 for each additional hour
The Grand Lobby	150	Up to 6 hours = \$2,000 \$300 for each additional hour
The Ventana Salon & The Grand Lobby	350	Up to 6 hours = \$4,000 \$500 for each additional hour
The Overlook	150	Up to 6 hours = \$2,000 \$300 for each additional hour
The Amphitheater	400	Up to 6 hours = \$3,000 \$500 for each additional hour
The Courtyard	500	Up to 6 hours = \$1,800 \$300 for each additional hour
The Sculpture Garden		Up to 6 hours = \$1,000 \$200 for each additional hour
The Gazebo- Historic Old Town Plaza		Up to 3 hours = \$300
<b>Entire Museum</b>		<b>Up to 6 hours = \$6,000</b> <b>\$500 for each additional hour</b>

- All times include set-up and clean-up.
- A microphone and podium are included with the Ventana Salon rental. Audio Visual Equipment may be brought in by an outside vendor. Museum's existing equipment may be utilized by a preferred vendor for \$100.
- Non-profit institutions will receive a 25% discount on rental rates.
- Photography Permits will be available for \$25.
- Galleries will be opened during event for \$100 per hour/per gallery (minimum of two hours).
- Sound will be available at The Gazebo for \$100. Sound includes the use of one mic and/or an iPod plugin.

**RENTAL AGREEMENT**

Event Date: \_\_\_\_\_ Event Name: \_\_\_\_\_

It is hereby agreed between The Albuquerque Museum (Museum) and \_\_\_\_\_ (Renter) that the Museum will make space available to the Renter on the date and time and under the conditions agreed upon. It is understood that the Policies and Guidelines are considered a part of this Agreement and both the Museum and the Renter agree to follow said guidelines in relations to the event contemplated by this Agreement. The Renter accepts responsibility for careful and conscientious use of facilities and equipment.

By signing, the Rental Agreement is accepted and agreed upon.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_