

MOTON MUSEUM SPECIAL EVENT/FACILITY RESERVATION AGREEMENT

General Information: Please provide the requested information.

Name/Organization:	
Contact Person:	
Home Telephone:	Work Telephone:
Address:	
Type of Event:	
Date of Event:	Hours needed: from () to ()
Name of Facility Requested:	
Approximate Number Attending:	
Alcoholic Beverages: will be served () will not be served ()	

General Public: The following information is for rentals made to the general public.

<u>Building</u>	<u>Maximum Seating</u>	<u>Maximum Occupancy</u>	<u>Base Fee</u>	<u>Deposit</u>	<u>Received</u>
Auditorium + 1 room	120	150	\$500.00		
A/V Setup 1*			\$100.00		
A/V Setup 2**			\$100.00		

Alumni: The following information is for rentals made to current Robert Russa Moton Museum Alumni.

<u>Building</u>	<u>Maximum Seating</u>	<u>Maximum Occupancy</u>	<u>Base Fee</u>	<u>Deposit</u>	<u>Received</u>
Auditorium + 1 room	120	150	\$400.00		
A/V Setup 1*			\$100.00		
A/V Setup 2**			\$100.00		

Civic/Business Group: The following information is for rentals made to Civic/Business Groups.

<u>Building</u>	<u>Maximum Seating</u>	<u>Maximum Occupancy</u>	<u>Base Fee</u>	<u>Deposit</u>	<u>Received</u>
Auditorium + 1 room	120	150	\$400.00		
A/V Setup 1*			\$100.00		
A/V Setup 2**			\$100.00		

Staff: The following is information made to current staff members.

<u>Building</u>	<u>Maximum Seating</u>	<u>Maximum Occupancy</u>	<u>Base Fee</u>	<u>Deposit</u>	<u>Received</u>
Auditorium + 1 room	120	150	\$60.00		
A/V Setup 1*			\$100.00		
A/V Setup 2**			\$100.00		

Other Fees: The following additional fees apply to rentals.

<u>Description</u>	<u>Fee</u>	<u>Deposit</u>	<u>Received</u>
Security Deposit (Alcohol-free event)	\$250.00		
Security Deposit (Event serving alcohol)	\$500.00		
Set-Up Fee (Day prior to event)	\$100.00		

*A/V Setup 1 includes speaker podium with microphone computer jack & screen "or"

**A/V Setup 2 includes panel discussion-4 microphones

RULES AND REGULATIONS FOR USE OF MOTON MUSEUM FACILITIES

Thank you for your interest in Moton Museum’s facilities. Please become familiar with these rules and regulations for the use of the facilities:

1. The renter shall defend, indemnify and hold Moton Museum, and Moton Museum Board of Directors, officers, employees, agents, and legal representatives, harmless of and from all liability, loss, damage, cost, or expense (including, without limitation, reasonable attorney fees and expenses, whether incurred at the trial, pretrial, or appellate level) incurred in connection with claims by third parties arising from the use of the premises by the renter, to the fullest extent permitted by law.
2. The renter is responsible for damage to the facility. Such damage will result in forfeiture of the security deposit. If the replacement/repair cost of any damaged or stolen items exceeds the amount of the security deposit, the renter is responsible for the additional cost.
3. Any disturbance that warrants police intervention during facility rental will result in forfeiture of the security deposit and/or future use of Moton Museum facility.
4. **All events requiring catering must be chosen from the approved list of caterers** unless the Director or Associate Director grants special permission of the **outside caterer** prior to the event. No cooking can be done on site, but warming is allowed. The caterer must also provide to the Moton Museum a liability insurance policy of at least **\$1 million in coverage** and workers compensation insurance policy covering their workers before the event takes place. One Moton Museum staff person will be furnished at the renter’s expense.
5. All private events serving alcohol at Moton Museum require an **alcohol license**. This license must be obtained by the renter and submitted to Moton Museum prior to the event.
6. Smoking is **not** permitted in the facility or outside the facility.
7. If Moton Museum tables and chairs are needed, a floor plan (seating, table arrangement, etc.) must be provided to the Director at least one week in advance of the rental date.
8. The facility, including the bathrooms, must be left clean and free of food and trash.
9. The rental is for the Moton Museum auditorium, conference room, and restrooms only. Auditorium stage, exhibit rooms, gift shop and administrative offices are off limits unless included in rental.
10. For assistance with overflow parking options, please contact Chief Mooney of the Farmville Police at 392-3333.

Upon receipt of the signed Special Event/Facility Reservation Agreement, rental fee(s), and security deposit, Moton Museum will reserve the facility for your event. The reservation will not be confirmed until both the signed Agreement and proper fees have been received. Fees are non-refundable, with the exception of the security deposit. Rental of the facility is at the sole discretion of Moton Museum.

I acknowledge the *Rules and Regulations for Use of Moton Museum Facilities* and agree to be bound by them.

Signature

Date

The _____ has been reserved for your use as outline above.

Signature, Programs Coordinator

Date

If an emergency should arise during your use of the facility, please contact the following:
Justin Reid (390) 390-2380 Lori Blackwood (434) 607-2152 Lacy Ward Jr. (434) 603-1200