

FACILITY RENTAL RULES & REGULATIONS



1. For the protection of your guests and the Museum's collection:
 - a. Kegs are prohibited inside the building unless on a stand.
 - b. Fog and bubble machines are not allowed inside the building.
 - c. Cotton candy and popcorn machines are not allowed.
 - d. Propane use is not allowed inside the building.
 - e. Open flames are not permitted in the Museum; Sterno in chaffing dishes are allowed.
 - f. Glitter and/or Fine confetti is not allowed inside the building.
2. **Your event must be paid in full 10 days prior to your event.** Failure to do so may result in a cancellation of your event by Museum staff.
3. **Clients will provide a complete Vendor Load In sheet at least 10 days before the event.** All vendors must be approved by Museum staff. All vendors must check in at the main desk upon arrival.
4. Clients must provide their own table and/or chair coverings (linens).
 - a. Round Tables: 60 inch - Ballroom capacity is 150 guests
 - b. Rectangular Tables: 4 eight-foot, 2 six-foot, and one four-foot.
5. Please respect the Museum's physical building and collection. Please do not touch exhibit pieces.
6. Please respect the outside areas of the Museum property and parking lots belonging to our neighbors who kindly allow us to use parking for your event.
7. For the safety of the guests, staff and the collection - **Children under the age of 15 must be accompanied by an adult (18 or older) when outside or exploring the downstairs areas of the Museum during the event.** This includes during setup and breakdown times.
8. The New England Carousel Museum requires a Certificate of Liability naming the New England Carousel Museum as the additionally insured.
9. Indoor Carousel weight capacity is limited to 165 lbs. per horse and 250 lbs. per chariot.
10. Guests are not allowed to move any collection pieces or open/close any windows.
11. **Caterers must remove all leftover food and catering trash from the premises** unless arrangements prior to the start of your event have been made.
12. You must drop off and pick up your items on the agreed date and time. **The Museum is not responsible for personal belongings left in the Museum,** which includes but is not limited to equipment, dishware, linens, food, beverages, or personal affects.
13. Any events involving a DJ must take place after Public Museum Hours.
14. No consumption of marijuana products allowed on Museum premises..
14. The Museum reserves the right to remove any event guest who does not abide by the outlined Facility Rules and Regulations above or is intoxicated.

15. Museum exhibits and décor change often. The museum reserves the right to alter exhibit and décor items without notice. Please check the holiday decoration schedule before booking during the November/December Holidays.

I, _____, understand and will abide by The New England Carousel Museum Facility Rental Rules & Regulations.

_____ Client Signature _____ Date