

# THE CAROUSEL MUSEUM EVENT CONTRACT



## Client Contact Information:

FIRST NAME		
LAST NAME		
PHONE		
EMAIL		
Additionally Authorized		

## Type of Event:

Event Type	
Event Date	
Event Time	
Set-up Time	
Breakdown Time	

## Payment

Event Total	\$		
Deposit (50% non-refundable)	\$	Date:	Type:
Balance Due	\$	Date:	Type:
OFFICE USE ONLY	Updated Square:	Date:	Initials:

## Event Rules and Regulations

We are so excited that you have selected The Carousel Museum for your big day! By selecting us, you are not only planning a celebration for you and your loved ones, but you are also supporting the preservation and history of the Carousel. We like to remind our event hosts that you have chosen to host your event in a unique museum setting, so below is a list of rules and regulations we have in place to keep both the collection and your guests safe. We want to ensure that your event is the best possible celebration, so we ask that you carefully review the following rules and regulations.

Thank you again, and we look forward to your celebration!

Best,



Morgan Fippinger  
Executive Director

1. The event must be paid for in full at least 10 days before the event. Failure to do so may result in the cancellation of your event by Museum staff.
2. Rental pricing includes 2 site visits, which must be scheduled in advance. Clients are welcome to visit at any time with regular admission.
3. The Museum Operation Manager must approve any changes to the above agreement (e.g., arrival times).
4. All outside vendors must be approved by the Museum Operations Manager. A Vendor List must be completed and returned to the Museum Operation Manager at least 10 days before the event.  
\_\_\_\_\_ (initial here)
5. We require a professional catering company to cater all Brass Ring Events and After-Hours Events. Any catering company that has not previously worked at The Carousel Museum must schedule a meeting with Operations Manger for a walkthrough and sign a catering agreement.  
\_\_\_\_\_ (initial here)
6. Caterers must remove all leftover food and catering trash from the premises. Failure to do so will result in a \$500 additional charge to the credit card on file.  
\_\_\_\_\_ (initial here)
7. All items brought in or rented for your event must be removed from the Museum during the breakdown hour immediately following the event. Nothing may be left behind overnight for pick up the next day. Please make sure all vendors are aware of this.

8. The Museum is not responsible for personal belongings left in the Museum, including, but not limited to, equipment, dishware, linens, food, beverages, or personal effects.
9. 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.
10. Alcohol cannot be consumed during set-up times.
11. DJ or loud music is only allowed for after-hour events. Background music is allowed for events during public hours.
12. Our indoor carousel is a children's carousel with a weight capacity limit of 165 lbs. per horse and 250 lbs. per chariot.
13. Clients and guests are not allowed to move any collection pieces or open/close any windows or adjust the temperature.
14. To protect your guests and the Museum's collection, the following are not allowed inside the building... Glitter, confetti, confetti balloons, bubbles, bubble wands, fog machines, popcorn machines, cotton candy machines, and open flames (sterno in chaffing dishes is okay for keeping food warm).  
\_\_\_\_\_ (initial here)
15. Please respect the Museum's physical building, collection, and outdoor areas. Guests and Vendors are not to enter or touch museum exhibit pieces.
16. The Water Department, next to our building, kindly lets us use their parking lot for large events. Please respect their space. Guests are not allowed to park across the street.
17. 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.  
\_\_\_\_\_ (initial here)
18. Please be aware that museum guests are allowed access to the entire Museum (Ballroom included) until 5 p.m. every day, regardless of event bookings and setup days. Set-up on the first floor cannot start until all museum programs have been completed.  
\_\_\_\_\_ (initial here)
19. The deposit is non-refundable if the client cancels the event. If the client needs to reschedule the event, the Event Coordinator will work with the client to find a new date at no additional cost.  
\_\_\_\_\_ (initial here)

20. If you are serving alcohol, we require you to either hire or designate someone as a bartender for the duration of the event. If you are hosting a cash bar, you must use a TIPS Certified Bartender. Any Coolers or kegs must be placed on carpet squares (museum-provided). Kegs must be placed in buckets. The dripping seeps to first-floor galleries.

\_\_\_\_\_ (initial here)

21. Alcohol service must stop 30 minutes before your event end time.

22. When tipping the Museum staff, please use cash.

23. Events taking place or cleaning up after midnight will be charged an additional \$600 per hour to the credit card on file.

\_\_\_\_\_ (initial here)

24. The Carousel Museum requires a Certificate of Liability naming The Carousel Museum as the additionally insured for a minimum of \$1,000,000 for all events serving alcohol and/or taking place after Museum public hours.

\_\_\_\_\_ (initial here)

I/We, \_\_\_\_\_ agree to abide by all The Carousel Museum's Rules and Regulations and understand that failure to comply with the above rules and regulations will result in a \$75 charge per infringement to the credit card on file.

Client Signature: \_\_\_\_\_

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

Museum representative Signature: \_\_\_\_\_

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