

The Main Street MUSEUM

Venue Rental Contract

The Main Street MUSEUM Board of Directors and Volunteers are pleased to offer the MUSEUM space for private parties and other functions for short-term rentals. The MUSEUM is a non-profit and all fees go to keeping the doors open.

THE FACILITY: The MUSEUM is a roughly 2,000 square foot exhibition/museum/library space with a 24-square foot covered deck overlooking the agreeable waters of the White River. The MUSEUM has been rented with great success for lectures, private parties, benefits for local non-profits, concerts, weddings and bar mitzvahs.

CAPACITY: is 85 persons indoors, 25+ for outdoors (including deck & fire pit)

FEES: All fees are subject to change. We will work out a 'work trade for fee' when possible. All events OVER 5 hours long are negotiated.

ALL EVENTS REQUIRING AUDIO/VISUAL TECHNICAL ASSISTANCE WILL BE CHARGED AN ADDITIONAL \$75

-Private Functions under 5 hours: (Weddings, Reunions, Bar Mitzvahs, etc.)

- 30 or fewer guests **\$300**
- 31- 50 guests **\$400**
- 51 - 85 guests **\$500**

-Public Events under 5 hours (Concerts, Performances, etc.)

- **\$300** for-profit rental
- **\$200** non-profit rental
- Plus, renters retains the first \$500 of admissions. **Any entrance fee collected over \$500 is split with the MUSEUM 50/50**

-Educational Lectures

- **\$100**
- **\$175 with technical support (audio/visual)**

-Meeting Space Reading Room Space

- **\$25 per hour**

-Performance Venue as practice/rehearsal space

- **\$50 per hour**

-Art shows, sales, and openings

- **\$200** for 30 day showing with an opening. Museum reserves **30% of sales** for gallery fees.
- Art showings must be approved by the curator.
- **A 50% deposit is required at the time of rental.** If you cancel the event 8 days or more before event, your deposit will be refunded. If you cancel 7 days before the event (*for reasons other than natural disaster, family, or other emergencies*) you forfeit the deposit to the MUSEUM.
- **ALL MUSIC CONCERTS** will have an additional **\$100 CLEANING DEPOSIT** due at time of signing of contract.
- **ALL deposit and fees and a signed contract are due 7 days before event.**

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- **The most important thing is that you communicate your needs to us well in advance of the event so we can make sure we have what you need.**

DETAILS

+ No Food is allowed in the MUSEUM, Only on the deck.

+ No Drinks are allowed in the Reading Room.

+ Bathroom: The bathroom is in the center hallway of the MUSEUM.

+ Stage and Sound System: Speakers, a projector and mixing board are available. If you require technical assistance for your event, the MUSEUM **MUST** be notified well in advance.

+ Clean Up: MUSEUM space must be left in the same condition as it was found. The floors should be swept and any spilled liquids mopped up at the end of the event. Excessive amounts of liquids or other unpleasant things left in and around the MUSEUM may result in forfeit of your cleaning deposit.

+ Storage: We are a small-scale facility. Items cannot be left overnight here.

+ Parking: Parking for MUSEUM patrons is available on the street nearby on "Railroad Row" or in the Courthouse/Depot parking lot. Half-hour drop-off parking is available in the front of the MUSEUM Building. (Please drive in counter-clockwise!) **Our neighbors to the left of the MUSEUM at 52 Bridge Street have asked that we do not park on their property, so please advise your guests.** The Stove Company behind the MUSEUM is available for parking AFTER 5 pm on weekdays and all day Sunday. Please leave no cigarette butts or trash ANYWHERE.

+ Trash and Recycling: Trash containers are placed at all entrances to the MUSEUM space. Blue recycling containers are used for glass and plastic and are located on the deck. Empty containers only please; no liquids. Please pour any liquids into the bathroom sink **ONLY**.

+ Access: If you wish to set up more than 1 hour before the event, you may do so with the permission of the MUSEUM.

+ Condoms and Health Literature: Both condoms and sexual health literature are donated to the MUSEUM from the HIV/HVC Resource Center in Lebanon. They will be available, on a shelf in the restroom, to all MUSEUM patrons—including private parties.

+ Insurance: Renters of MUSEUM property are expected to insure all their own property and behave in a legally responsible manner always. If you are hiring outside vendors to serve, we need proof of their license and insurance before the event.

+ Smoking: In accordance with Vermont Law, there is absolutely No Smoking inside the building or on the deck. Smoking is limited to **ONLY THE DESIGNATED AREA BEHIND THE MUSEUM**. Violators will be asked to leave.

+Renters are to monitor their OWN GUESTS at all times and make sure they are adhering to the rules.

May It Please You, The Main Street Museum
802.356.2776

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Event Name _____ Date _____

Event Type _____ Event Time _____ Number of guests _____

Renter and/or Agency _____

Renter Address _____

Renter Cell Phone _____ Home Phone _____

Deposit required \$ _____ \$75 Tech Assist Fee YES / NO **TOTAL FEE DUE** _____

(Please Copy BOTH SIDES of Credit Card) (Please Copy Valid ID, Driver's license, etc)

Names of other professionals that will be working your event and their certificate of insurance

(caterers, DJ's, etc.)

Please specify technical and professional needs below:

Renter Signature _____ Date _____

Museum Representative _____ Date _____