



Museum Rental Policies

The organization or individual renting our facilities (“Client”) enters into a verbal contract with the Museum of Russian Icons (“Museum”), by which the Client agrees to abide by the policies set by the Museum as a condition of the rental. A signed “Rental Contract” submitted to the Museum by the Client constitutes implicit acknowledgement that the Client has read this document in its entirety and agrees to abide by the policies herein.

**Please direct questions regarding this document or our rental policies to our Events Manager:
Amy Consalvi aconsalvi@museumofrussianicons.org 978.598.5000 x 125**

General Policies and Information

- The Client must understand that the Museum’s primary duty is to provide distinct services to our visitors during the hours we are open to the public. Any activity by the Client which interferes with this service obligation will not be permitted.
- The Client must designate a contact person who will be present for the duration of the event and will serve as a liaison with the Museum staff.
- The role of Museum staff is to secure the safety of the Museum and to facilitate guests’ experience of the Museum. The Client and/or Caterer shall act as host for their guests for the event.
- Children must be supervised at all times and cannot be left unattended at any point during the event.

Restrictions and Prohibitions

The following activities are **strictly prohibited** by any person(s) involved in a rental event:

- smoking in any part of the Museum, directly in front of the building, or on the garden terrace;
- the use of lighted candles, confetti, bubbles, helium-filled balloons, butane, or propane;
- touching, moving, or removing any Museum property without the explicit permission of staff;
- blocking doors, fire exits, fire extinguishers, fire alarms or emergency exits;
- propping open any windows or exterior doors beyond a reasonable period required to carry equipment or food into or out of the Museum;
- attaching anything to walls, ceilings or fixtures without consent from the Events Manager;
- flash photography or filming in the galleries.

The Client assumes full responsibility and liability for any loss or damage to the Museum's collection, building, grounds, or equipment resulting from the event.

Payments and Refunds

An estimate of the full rental fee will be provided by the Events Manager to the Client after initial discussion of the specific parameters of the planned event. Revisions to the estimate will be made if the parameters are changed via mutual agreement of the Client and Events Manager. An invoice with the final full rental fee will be provided to the Client with the Rental Contract, and the return to the Museum of this signed Rental Contract constitutes implicit acceptance by the Client of the full rental charges.

Unless other arrangements are made by the Client with the Events Manager, the following schedule is to be followed for payments and refunds:

- A deposit of 50% of the full rental fee is due at the time the Client returns the contract.
- The balance of the rental fee is due one week prior to the event.
- We accept VISA, MC, DISCOVER, and AMEX.
- If the Client must cancel the event, a refund of rental fees will be granted according to the following schedule, based on when the cancellation occurs:
 - 4 weeks before the scheduled event 100% refund
 - 3 weeks before the scheduled event 75% refund
 - 2 weeks before the scheduled event 25% refund
 - Less than 2 weeks before the scheduled event 0% refund
- If the event is rescheduled within a 3 month period, payment(s) already made will be applied to the rental fee for the rescheduled event, and a \$50 administrative fee will be added.

Inclement Weather

The Museum will cancel an event only when a State of Emergency and Travel Ban are issued by the State of Massachusetts. If the Museum cancels an event, the Client may reschedule at no additional cost. If the Client does not reschedule, a full refund will be issued.

If the Client cancels an event and there is **no** State of Emergency and Travel Ban, the Client may reschedule at no additional cost. If the client does not reschedule, the Museum will retain the deposit and refund the remaining balance.

For information regarding state emergencies, please visit the Massachusetts Emergency Management Agency's website at <http://www.mass.gov/eopss/agencies/mema/>

Advertising

- The Museum will not advertise or otherwise promote any rental event, unless there is a special separate agreement signed by both the Client and the Events Manager.
- Advertising for the event must include "Museum of Russian Icons" as the location, and the ad must be approved by the Museum in advance.

- The Museum is not to be construed as endorsing or sponsoring either a rental event held on its premises or the Client who is hosting the event. The Museum holds the right to require that the Client include disclaimer wording to that effect on all promotional materials.

Equipment

- All food, beverage, floral, and entertainment arrangements are the responsibility of the Client, subject to the final approval of the Museum.
- The Museum can provide tables, chairs, and table coverings up to the quantity that we have available. The acquisition of additional tables, chairs, and table coverings (or different styles than the Museum can provide) is the responsibility of the Client.
- Audio/Visual equipment needs must be arranged in advance with the Events Manager.
- A limited number of Russian-themed set dressing items are available from the Museum. These must be arranged in advance with the Events Manager, and fees will be set according to the specific items used for the event.
- Any equipment that is requested or required after the full rental fee has been paid will be billed separately after the event, and payment is due immediately upon receipt of the invoice.

Caterers and Food Provision

- The Museum has a list of suggested caterers, but the Client may use any caterer they would like, subject to final approval by the Museum. Clients may not self-cater.
- The Client must notify the Museum two weeks in advance of the event of the name of the chosen Caterer, and the Museum will provide the Caterer with a copy of our Vendor Policies. The Caterer must return a signed copy of the Vendor Agreement to the Events Manager prior to every event.
- Caterers may use the kitchen on the lower level for food preparation and staging. Food preparation in other parts of the building must be approved by the Events Manager.
- No open flames are permitted, with the exception of sterno burners for warming pans.
- Caterers and other vendors must abide by the “Restrictions and Prohibitions” detailed above.
- Food and drink are permitted in the galleries only if approved by the Events Manager in advance. The Events Manager has the right to withdraw that approval at any time during the event.
- The Tea Room (herein referred to as “Café”) is a retail establishment of the Museum, and no beverages or food products from the Café may be taken from the Café or consumed by event attendees unless the specified price is paid to the Museum. Sales from the Café must be arranged in advance with the Events Manager. If Café products are consumed and not paid for at the event, the Client will be billed for the amount due.

The Client is ultimately responsible to the Museum for damage resulting from an outside vendor not complying with these policies.

Alcohol

- The Museum must be informed in advance if alcohol is to be served at an event.
- All Caterers must have a current liquor license and have full liquor liability insurance.
- The Museum must be listed as an additional insured on the policy, and a copy of the policy and the liquor license must be sent to the Museum prior to the event. (This is not necessary if the Caterer has previously provided a copy of their current license and insurance policy to the Museum.)
- If alcohol is served by the Client (i.e. not by a licensed caterer), no liquor license is required if guests are not paying for the alcohol.
- If alcohol is being served by the Client (i.e. not by a licensed caterer) in exchange for cash, the Client must secure a one-day liquor license. The Functions Manager can provide information about this process.
- Alcohol consumption is not permitted outside the building, except on the garden terrace.
- The serving of alcohol must end 30 minutes prior to the end of the event.
- The Caterer and Client are responsible for monitoring the alcohol consumption of guests and for limiting access to alcohol if necessary. The Events Manager can also require that a guest's alcohol access be limited if his/her behavior has become unruly.

The Client assumes full responsibility for damage to the collection, damage to the facility, or physical harm to another person caused by any guest who has been served alcohol at the event.

Other Outside Vendors

- Live music performers must be approved by the Museum.
- Music or other amplified sound must be kept to a reasonable level. Requests to reduce the volume will be made at the discretion of the Museum staff.
- It is the responsibility of the Client to ensure that live or recorded music that is played during the event is in compliance with copyright law.
- All deliveries of equipment by the Client or outside vendors must be arranged in advance with the Functions Manager.
- Outside vendors must abide by the "Restrictions and Prohibitions" detailed above.

The Client is ultimately responsible to the Museum for damage resulting from an outside vendor not complying with these policies.

Set-Up and Clean-Up

- Museum staff will set up and break down tables, chairs, A/V equipment, and other Museum-owned equipment. The Client and/or Caterer are responsible for the remainder of the setup and breakdown.
- The Caterer is responsible for **all cleanup of food**. All areas utilized for food preparation must be returned to their original condition.
- Trash must be bagged by the Caterer and **removed from the premises**. Use of the Museum's outdoor trash receptacle is not permitted by professional caterers.
- If the Client is self-catering, all trash must be disposed of in indoor trash receptacles provided. If additional trash bags/receptacles are needed, please inform the Events Manager. A trash disposal fee will be added to the Client's bill.
- All balloons and remnants of them must be removed completely by the Client.
- The Client AND Caterer **must do a walk-through** with the Events Manager prior to departure.
- Extra charges will be billed to the Client for less than acceptable conditions following an event.
- For certain events, an additional cleaning fee may be added to the rental charges prior to the event.
- All equipment and supplies must be removed at the end of the event, unless prior arrangement for later pick-up is made with the Functions Manager.
- The Museum will not be held responsible for personal belongings or items belonging to a vendor that are left in the building after the event.

Additional Information

- The Museum is fully ADA accessible and 2 wheelchairs are available for use.
- The HVAC system in the Museum is calibrated very precisely to protect the artwork. The system maintains a temperature of 70° F (with fluctuations from 65-75°), and a humidity level of 50%. The settings are controlled off-site, and the Museum staff does not have the ability to adjust them.