

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 Executive Coordinator:
Melanie Trottier at mtrottier@museumofrussianicons.org or **978.598.5000 x 113**

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 to 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 Coordinator;
- red wine or other beverages which could cause staining;
- 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.

Your initials: _____

Payments and Refunds

An estimate of the full rental fee will be provided by the Events Coordinator 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 Coordinator. 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 Coordinator, 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 Coordinator.
- 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.

Your initials: _____

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 Coordinator.
- 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 Coordinator 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 Coordinator.
- 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 Coordinator in advance. The Events Coordinator 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 Coordinator. 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 this insurance 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.)
- 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 Coordinator can also require that a guest’s alcohol access be limited if his/her behavior has become unruly.

Your initials: _____

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 Events Coordinator.
- 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 Coordinator. 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 Coordinator 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 Events Coordinator.
- 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.

Your initials: _____

Museum of Russian Icons

COVID-19 Disclaimer



For Event Rentals

In response to the COVID-19 pandemic, the Museum is taking a number of steps with regard to its facilities, staff, rental relationships, and visitors as outlined below. Despite these measures, the Museum cannot ensure your protection or the protection of your guests from the spread of COVID-19 within our facility. This disclaimer will advise you and your guests as to the measures we are taking and the measures that we ask our visitors to take while with us. ***This disclaimer must be shared with your guests, as soon as possible, prior to your event. By your signature on the rental agreement, you agree to do so.***

Our Measures

- The Museum is cleaned each evening and throughout the day, and high-touch areas such as doors, railings, elevator buttons, and counters are cleaned frequently throughout the day.
- Employees will wear proper face masks and have been provided gloves and disinfecting products.
- Hand sanitizer is readily accessible.
- Elevator capacity is limited to one (1) family or one (1) person and the restroom capacity is limited to one (1) person.

Your Measures as Event Organizer

- You and your guests may not attend an event at the Museum if you are sick with, exhibiting symptoms of, or have been in contact with someone who has symptoms of, COVID-19.
- You and your guests must wear a proper face mask in or on the grounds of the Museum.
- Your event may have no more than _____ guests.
- You and your guests must remain six feet apart whenever possible in or on the grounds of the Museum.
- You and your guests must follow the signage, barriers, and directions of Museum staff regarding social distancing and other preventive measures while in the Museum.
- You and your guests must wash or sanitize hands upon entering and exiting the Museum.
- You must inform us immediately if you or any of your guests test positive for COVID-19 within 14 days of your visit to the Museum.
- As Event Organizer, you are responsible for informing all participants at your event of the measures listed above and of ensuring your caterer follows the measures set out below.
- A dance floor may be set up but guests must wear masks on the dance floor.

Measures to be taken by Your Caterer

- Tables must be staggered to ensure six feet of distance between the guests at one table and the guests at another.

Your initials: _____

- No more than six seated guests per table.
- Food Service:
 - Staffed buffets and table food service is permitted.
 - Self-serve, unattended buffets, topping bars, drink stations, and communal serving areas are not permitted.
 - When seated at a table and eating or drinking, face coverings can be removed.
 - Face coverings should be worn when wait staff are present at tables.

By scheduling your event at the Museum, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk of exposure which may result in personal injury, illness, disability, and/or death to you and others with whom you may come into contact. You understand that exposure to COVID-19 may result from the actions, omissions, or negligence of yourself and others, including our employees. To the extent permissible under applicable law, the Museum of Russian Icons disclaims and you hereby agree to waive any and all liability for any claims, actions, damages, cost, or expenses of any kind arising out of or related to COVID-19 including any claims based on the actions, omissions, or negligence of the Museum, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after your visit.

Please direct any questions regarding this disclaimer and waiver to **Melanie Trottier-Mitcheson, Executive Coordinator** at mtrottier@museumofrussianicons.org or 978.598.5000 x 113.

Museum of Russian Icons

Rental Contract



Client:

Event:

I acknowledge that I have read the Museum of Russian Icon's "Museum Rental Policies," and agree to abide by the policies set forth in it, as they relate to the rental event named above. I agree that, as a condition to the Museum's agreeing to my rental, I will share the foregoing "COVID-19 Disclaimer" with my guests and caterer as soon as possible and prior to the event.

I understand that the rental facilities at the Museum are being made available to the Client for the above date and time(s) only, for the total fee of _____ and that any violation of Museum rental policies or requests for equipment, materials, or staff assistance beyond that agreed upon in advance may result in additional fees being levied on the Client, at the discretion of the Executive Coordinator.

Client Signature

Date

Melanie Trottier, Executive Coordinator

Date

Please return this signed page with your deposit to:

Melanie Trottier-Mitcheson, Executive Coordinator
Museum of Russian Icons
203 Union Street, Clinton, MA 01510
mtrottier@museumofrussianicons.org

Your initials: _____