



## AMOS Facility Rental Policies

### Deposits

- Half of the facility rental rate is required as a Non-Refundable Deposit in order to book an event, and is due upon contract signing. The remaining rental fee is due two weeks prior to the event.
- Additional fees are applied to final bill if damage, extra maintenance, or extraordinary cleanup occurs. For example, red wine stains, broken glass, damaged equipment, etc. will result in fees charged.

### Supplemental Fees

- Staffing fees will be applied accordingly depending on the number of guests. The \$250/hr rental fee includes the two required staff members, per event. Events over 100 guests require an additional staff member, with an additional fee.
- Any extraordinary security staffing must be prearranged with the Facility Rental Coordinator at the time the event is booked.
- Additional permitting and rental equipment fees are the responsibility of the client.
- NOTE: Tentative reservations may be held for no more than three calendar days pending the signing of the Asheville Museum of Science's Facility Rental Agreement and payment of the required Booking Fee. **Fees as listed subject to change.**

### Facility Policy and Usage Guidelines

- City, State and Federal safety and fire regulations will be enforced by the museum security staff. **Rental parties in violation of the fire code will be required to reduce the number of guests or otherwise be subjected to closure.**
- During regular hours, the Museum will not be closed to the public for a private function.
- There may be certain times facility rental is limited due to special Museum exhibitions.
- Hosts and their guests assume all responsibility for parking their automobiles and for any personal property either checked or left in the building. The Museum cannot be responsible for goods left before, during or after an event.
- Arrangements for deliveries, set ups and break downs for florists, caterers or photographers should be cleared in advance with the Museum's Facility Rental Coordinator no less than 48 hours prior to the event. All deliveries must be prearranged.
- Any changes to the set up, time or location for an event should be approved by the Facility Rental Coordinator no less than 48 hours prior to the event.
- Musical groups and the location thereof must be approved by the Museum.
- Smoking is not allowed in the Museum.
- Items left unattended are the sole responsibility of the Hosts or guests.
- The Board of Trustees retains the right to deny use of the Museum if the nature of the event is inconsistent with the Museum's purposes.

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- This agreement is not transferable to another individual or organization without the expressed written consent of the Asheville Museum of Science.
- The Host is responsible for the conduct and actions of invited guests while they are on the Museum premises.

#### **Parking**

- The Asheville Museum of Science does not have designated parking.

#### **Use of Caterer**

- The Museum's kitchen is not equipped with any oven or heating method.
- The kitchen floor, mop room, and all Museum kitchen equipment must be left clean to Health Department standards and in their original order.
- If all the above requirements are not met, there will be additional fees applied.
- For caterers preparing food inside the Museum, the team leader will be required to sign a cleaning checklist at the end of the event.

#### **Decorations/Florists**

- Decorations must be approved by the Museum's Facility Rental Coordinator.
- Decorations may not be taped, nailed, wired, glued or pinned to the walls, floors or ceilings.
- Decorations may not be placed any higher than within 30 inches of the ceiling. Only free-standing decorations are permitted. Any pipe and draping, or other large fabric pieces, must be flame resistant material.
- Candles and open flames are not permitted in the Museum. Latex balloons are not permitted in the Museum.
- Set up and dismantling of equipment or decorations must not disrupt public use of the Museum.
- Only air balloons (no helium/latex) are permitted, provided that they are secured and weighted. They should be approved by the Facility Rental Office, and they should be removed immediately following the event.
- A 5-foot ingress/egress must be maintained at all times.

#### **Clean-Up Requirements**

- The Museum staff is responsible only for setting up and breaking down its own equipment.
- The Host is responsible for disposing of all trash and recycling, and all rental spaces being left in a clean and orderly condition. All equipment must be removed immediately following the event.
- Special requests for storage should be approved at least two weeks prior to the event by the Museum's Facility Rental Coordinator.



## Facility Rental Contract

<b>Event Date and Hours</b>	
<b>Client Name</b>	
<b>Client Email and Phone #</b>	
<b>Description of Event</b>	
<b>AMOS Rep.</b>	

Fees	Hours	Sub-Totals
<b>\$250 / Hour Facility Rental</b>		
<b>Additional Staff (if applicable)</b>		
<b>Permit (if applicable)</b>		
	<b>Total</b>	
	<b>50% Deposit</b>	
	<b>Balance</b>	

***By signing this contract the client agrees to adhere to the Asheville Museum of Science Facility Rental Policies for the duration of the event rental. The client agrees to pay all associated fees, including the non-refundable 50% deposit.***

Printed Name	Signature	Date
<b>Asheville Museum of Science</b>		
<b>(Client Name)</b>		