

-RENTAL INFORMATION DETAILS-

1. MUSEUM MEMBERSHIP DISCOUNTS:

Sod Buster & above: 20%

Crew Boss: 15%

Top Hand Level: 10%

2. NON-PROFIT PRICING:

To encourage collaboration between non-profits, the Bayer Museum of Agriculture offers a 10% rental discount to qualifying 501C3 designated non-profit organizations. Documentation required. The discount applies to the the rental fee only. The deposit amount will remain the same.

3. DEPOSIT & REFUNDS:

The deposit shall be made to the Bayer Museum of Agriculture upon execution of this contract to confirm and hold the rental date. The deposit is paid separately from the full rental fee.

To receive a full refund of deposit, the premises must be left clean, the event must end when scheduled, and no damage/harm is caused to any museum property. The Bayer Museum of Agriculture will have 30 business days to send a deposit refund if all contract obligations are met.

4. INVOICES:

Deposit, rental fees, linen orders, security fees, centerpieces, and any additional rental fees will be tracked through updated invoices. An invoice is issued at the time the deposit is paid, and will be updated throughout the event process.

5. PAYMENTS:

If the event is more than 30 days out, a deposit is required with the return of the contract. Payment of the full rental fee is required 15 days prior to the event*

**If a reservation is made less than 30 days prior to the event, full rental fee and deposit (two separate amounts) are required when the contract is signed. Cancellation will result in loss of full deposit.*

6. CANCELLATIONS:

FULL REFUND:

Cancellation of event must be made a full 30 calendar days prior to the event in order to receive a full refund.

50% REFUND:

Cancellation for a 50% refund must be made 29 to 16 calendar days before the event

***Cancellations within 15 days will result in full forfeiture of the deposit**

-RENTAL INFORMATION DETAILS CONTINUED-

7. ALCOHOL AND SECURITY:

If alcohol is served, two security officers are required, for a minimum of 3 hours at \$70 per hour total. The minimum security fee for an event with alcohol is \$210. To serve alcohol, a TABC certified server must serve it. If there is a cash bar, the caterer must provide the liquor license and licensed server. Plastic or cans are preferred.

8. DECORATIONS AND CLEAN-UP:

The renter specifically agrees not to nail, tape, or screw anything to the floor or walls of the rental facility. They will be responsible for any and all damage to the facility and to the museum's personal property therein, or to the property of any third person which is on loan to the museum, cause by the acts of renter or renter's agents, servers, employees, patrons, licensees, invitees or guests, whether accidental or otherwise. Renter further agrees to leave the premises in the same condition as existed on the date of that possession thereof commenced which includes but is not limited to the **REMOVAL OF ALL DECORATIONS, BAGGING AND REMOVAL OF ALL TRASH AND EQUIPMENT, BEVERAGES, FOOD, UTENSILS, ETC. CLEANUP INSTRUCTIONS ARE PROVIDED TO ALL RENTERS AND CAN BE FOUND ON SITE DURING THE EVENT. TRASH MUST BE REMOVED FROM THE BUILDING. TRASH MAY BE PUT IN MUSEUM DUMPSTER. ONCE DUMPSTER IS FULL, RENTER IS RESPONSIBLE FOR HAULING ADDITIONAL TRASH FROM THE MUSEUM GROUNDS AND FACILITY.**

9. PARKING:

There is a parking lot and overflow parking for event usage. At no time are vehicles permitted to park on the grassy areas off the museum grounds. Any vehicle left on the museum grounds, after an event is over and museum staff have locked up, will remain on the property until the next regular business day. Museum staff is not on call to open the property after hours for a vehicle. Please let your guests know this prior to your event.

10. LINENS:

All dining and serving tables must be covered. Renter can bring in own linens or order them from the Bayer Museum of Agriculture for \$7 per linen. **If you rent linens from the museum, you must remove the linens and place in the provided black bags following your event. Failure to remove rented linens from table may result in a cleaning fee being taken out of your deposit.**

11: RENTAL TIME:

All use of the facilities shall terminate no later than the time and date herein stated. Any time for renter to set up, tear down, and remove equipment must be budgeted as part of the contracted rental time. **ANY EVENT THAT GOES PAST MIDNIGHT WILL BE CHARGE \$50 PER 30**

MINUTES PAST THE CONTRACTED TIME. IF AN EVENT GOES 31 MINUTES PAST THE CONTRACTED TIME, THE RENTER WILL BE CHARGED \$100.

-RENTAL INFORMATION DETAILS CONTINUED-

ADDITIONAL SETUP TIME: Events that need additional set-up time may begin to set up as early as 10 a.m. on the date of the event, assuming there is no event scheduled earlier in the day. For events that require a rehearsal, the rehearsal must be scheduled separately from the event. If there is not a day time rental the preceding day, the group may rehearse during museum business hours between 10:00 a.m. and 5:00 p.m. free of charge. If there is not an evening event the preceding day, the groups may rent the facility by the hour after 5:00 p.m. at the rate of \$100 per hour.

- Activities will be confined to the area/room rented
- Food and drink are restricted to designated areas. Signage defines areas of the museum where food and drink are not allowed including Brazell Hall and in the vicinity of interactive exhibit.
- No confetti, glitter, or rice allowed on site.
- Birdseed, bubbles, and organic, biodegradable material (flower petals) are permitted outside only.
- No firearms or fireworks permitted on site .
- Candles must be enclosed in globes.
- No combustible materials, water fountain displays, smoke or fog machines are permitted in the facility.
- The museum director or marketing coordinator must approve modifications or rearrangement of BMA facilities, equipment, or materials for event or group activities.
- Only service animals are permitted inside the building.
- BMA reserves the right to deny any activity, or equipment usage that could damage the museum or its contents.
- **CHILDREN ARE NOT TO BE LEFT UNATTENDED.** If children are left unsupervised and caught behind barriers, among artifacts, or climbing on equipment by security or museum staff, the deposit will be forfeited.
- A cleaning fee of \$200 will be charged to any renter violating listed restrictions and or to any renter whose activities or decorations result in excessive cleanup by museum staff.