

Greeley History Museum Rental Policy

(Subject to change at any time)

Rentals Available Primarily During Non-Business Hours

Thank you for considering the Greeley History Museum for your event. Since this is a City of Greeley museum, our policies reflect the need to preserve and protect the building, exhibits and artifacts. Please remember that you are responsible for the safety and actions of your guests.

The City of Greeley Museums reserves the right to decline applications for any event deemed not in the best interest of the museum or for which adequate security, staffing and supervision cannot be guaranteed.

Areas, which may be rented, include the Community Room, Conference Room, Lobby Exhibit Gallery, Main Level Lobby, Garden Level Lobby and Skylight Mezzanine. The museum is handicap-accessible through the Atrium, and there are elevators inside.

GENERAL POLICIES AND FEES

Food and Beverages: Allowed only in certain areas. Please read the policy attached.

Reservations: A date is reserved when the **non-refundable \$50 reservation** (after hours use) deposit is received. Reservations made less than one month prior to the event must be paid in full at booking. Make checks payable to CITY OF GREELEY MUSEUMS.

Payment: Full payment must be received at least 30 days before the event. Any remaining charges will be billed after the event. Applicant has 30 days to pay additional charges.

Charges: Charges begin when the first person associated with the event arrives for set-up and ends when the last person leaves the site after clean up.

Event ending: All events must end by 10:00 p.m., with clean up completed by 11:00 p.m.

Clean up: Applicant is responsible for removing all items brought on site. Trash must be bagged and deposited in trash container. Kitchen must be left clean. Failure to complete clean up may result in a \$50 cleanup charge being added to your fees.

Event contact person: This person should be introduced to staff before the event begins and be available during the event to answer questions and make decisions as needed.

Smoking: NO smoking is allowed inside the museum or the atrium.

Alcohol: Alcohol is permitted, subject to certain conditions.

Photography: Only photography for personal use is allowed. Any photography that may be later used publicly or commercially must be approved in advance by the Museum Manager.

Lost or damaged property: The City of Greeley Museums will not assume any responsibility for damaged or lost articles or equipment or for damage to cars in the parking lot.

Gallery Access: The Lobby Gallery, Skylight Mezzanine, Main Lobby and Garden Lobby will usually have exhibits in them that are available for viewing during your event. The Main and Temporary Galleries may be opened for your event by prior arrangement.

Applicant will provide:

- Table coverings, extension cords, all necessary supplies for the event
- Supervision of children during event

The museum will provide:

- Limited tables and chairs
- Set-up of tables and chairs in one location and takedown after event
- Trash containers and liners
- Electrical outlets
- Restroom access
- Use of catering kitchen

The museum will not provide:

- Extension cords, ladders, tools
- Overnight storage of food, decorations, etc.
- Staff to move chairs or tables from one location to another
- Supervision of children at event
- Access to galleries, exhibits areas without special advance permission

Greeley History Museum Rental Rates

Subject to change at any time.

Note: NO regularly scheduled meetings (weekly, monthly) after-hours at this time except City of Greeley and Friends of Greeley Museums.

Area/Event	Regular Rate	Non-Profit Rate		Included in Time Period	Museum Provides
Community Room Meeting during business hours (8-5)	\$30/hour	\$20/hour	Maximum of 50 people	Preparations, event, clean-up, use of catering kitchen and kitchen clean-up	10 tables, up to 50 chairs.
Meeting after hours	\$45/hour	\$30/hour			
Community Room Luncheon, reception, brunch, meeting with food during business hours (8-5).	\$45/hour	\$35/hour	Maximum of 50 people	Preparations, event, clean-up, use of catering kitchen and kitchen clean-up	10 tables, up to 50 chairs
Reception, meeting with food after hours	\$60/hour	\$50/hour			
Full Museum With Galleries closed	\$75/hour	\$60/hour	Available ONLY AFTER HOURS. Maximum of 100 people	Preparations, event, clean-up, use of catering kitchen and kitchen clean-up	10 tables, up to 50 chairs. Renter must arrange rental and delivery of any additional needed.
With Galleries open	\$100/hour	\$80/hour			
Clean-up charge	\$75	\$75		May be charged when clean-up is not completed by applicant	
Reservation deposit	\$50	\$50		Not refundable; applied to total cost	
Damage deposit	\$100	\$100		Refundable if there are no damages	

S/Museums/Visitor Services/Rentals/GHM

Rev. 7/09

City of Greeley Museums Rental Contract

Events at Greeley History Museum

Date of event: _____
 Number of people expected: _____

Applicant (person responsible for payment): _____

Street address: _____

City, state, zip: _____

Daytime phone number: _____ Cell phone number: _____



Check areas to be used:

- ____ Community room
- ____ Conference room
- ____ Main level lobby
- ____ Garden level lobby
- ____ Mezzanine

Type of event:

____ Meeting only beginning at _____ and ending by _____.
 ____ Event **with food** beginning at _____ and ending by _____.
 Clean-up will be completed and we will be off the site by _____.

It is hereby acknowledged that I have read the rules and regulations governing the rental of museum facilities and agree to all the conditions of the City of Greeley Museums' policy, and agree to hold harmless and indemnify the City of Greeley for any damages to persons or property resulting from accidents, injury or other incidents resulting in my use of museum facilities and will be held responsible for any compensation to the City of Greeley and any other parties involved.

 Applicant signature Date

Return application and reservation deposit to City of Greeley Museums
 714 8th St. Greeley, CO 80631 Questions? Call 970/350-9220

--For staff use only below--

	Date Due	Rec'd by	Date rec'd	Check #
Reservation deposit	with application _____	_____	_____	_____
Balance of payment	30 days before event	_____	_____	_____