

Northeast Louisiana Delta African American Heritage Museum

Facility Rental Application

All organizations wishing to host a function at the Northeast Delta African American Heritage Museum must submit this application electronically to events@africanmuseummonroe.com for approval. All functions will be approved the NE Delta African American Heritage Museum's Board Officers. The organization hosting the event or an event manager acting on behalf of the organization may submit an application. This application does not guarantee use of space.

The NE Delta African American Heritage Museum's Board Officers will review the application and may approve or disapprove the application. This is not an event contract. A contract will be provided for signature once the application has been approved. The event is not guaranteed until this application is approved, all parties sign an event contract, and payment has been received. Please complete all sections of this application.

The Northeast Louisiana Delta African Heritage Museum has space for rent. These rooms are dedicated first to the Museum sponsored programs. If the Museum is not using the meeting rooms, they may be booked by organizations/persons in the following classifications:

Organizations of a cultural, educational, historical, altruistic, religious, fraternal, professional, horticultural, hobby or similar nature are subject to approval of the Board Officers. In order to use the meeting rooms, application must be paid 14 days prior to the event, or if scheduled within the week of request, the space must be paid in full. The approval process may take up to 48 hours. Once notified that the application has been approved, the applicant must execute the contract within 72 hours (excluding Sundays) or the date and space will be again opened.

The following types of rental events are authorized at the Northeast Louisiana Delta African Heritage Museum: Private, corporate and non-profit events such as business/corporate/non-profit dinners, screenings, galas, fundraising events (non-profits only), engagement/wedding receptions, private parties and business meetings.

The following policies have been instituted to preserve and protect the spaces and collections. The Museum's coordinator assigned to an event is responsible for ensuring these rules are followed. The following activities are prohibited at all rentals:

- a. Political activities, including solicitations for candidates; campaign kickoffs, or other activities directed toward the success or failure of a partisan candidate, political party, or partisan political group;
- b. Violations of any federal or local law regarding the sale of alcoholic beverages or other restricted substances;
- c. Sales of non-NE Delta AA Heritage Museum products or services;
- d. Gambling;

f. Solicitations by for-profit entities (for example, ticketed events advertised to the general public).

Only adults may book the facility.

Each organization/person must make arrangements with the Museum Director for set-up. Set-up time will be left to the discretion of the Museum Director depending upon the type of event planned at the museum.

Set-up is permitted the evening before the scheduled event, the morning of the scheduled event, and the afternoon of the scheduled event.

The Northeast Louisiana Delta African Heritage Museum may assess additional charges to cover support and direct costs it incurred resulting from renter's extended use, damages, or abuse. Extended use is an event lasting more than four hours, an unusually long or complex set-up or breakdown, or use of extra galleries or exhibits beyond what safety regulations indicate for an event of this size, or actual attendance or time beyond what was agreed.

Organizations/persons renting the rooms must not give the impression in their publicity signage that the Museum is sponsoring the meeting or event. If this occurs, a warning from Northeast Louisiana Delta African American Heritage Museum Board of Directors will be given. A second offense is grounds for refusal to rent the room to the organization or person.

The Northeast Louisiana Delta African American Heritage Museum is not responsible for the opinions and/or beliefs of organizations or persons using the Museum. Allowing organizations or persons to use the Museum in no way entails the museum's sponsorship of the organization, person or meeting.

Note: Rental fees may be negotiated for long term or recurring events per the approval of the Board of Directors and may not take place during museum's operational hours.

INSURANCE

Renter shall obtain and carry liability insurance for **events held in the Dome and Exhibit Room** as follows:

Renter must have special event insurance pertaining to the event in the minimum amount of one million (\$1,000,000) dollars per occurrence, with the Northeast Louisiana Delta African American Heritage Museum named as additionally insured.

Special Event Insurance Cost ranges from {\$60.00 to \$175} for a \$1,000,000 policy depending on your specific needs and coverage. Basic coverage is needed for the rental of Dome. Below are two links for affordable

Links:

<https://www.progressive.com/special-event-insurance/>

<https://www.markelinsurance.com/event/geico>

Certificates of Insurance should be sent to events@africanmuseummonroe to Mr. Ross Slacks or delivered to the museum before or during contract signing.

In no case will the facilities be available without the above stated coverage. Renter shall provide insurance certificates at least 14 days prior to the event date or the deposit will be returned, minus the

administrative fee. The Northeast Louisiana Delta African American Heritage Museum will cancel the proposed event if insurance certification is not received by this date.

OPERATIONAL RULES FOR FACILITY

1. No Smoking. Smoking is not permitted in any Northeast Louisiana Delta African American Heritage Museum building at any time. The landscape areas that surround the Museum are included in the no smoking areas of the Museum.
2. Northeast Louisiana Delta African American Heritage Museum exhibition objects and public art may not be moved, touched, draped or covered. Any tables, chairs, bars, or other equipment used during an event must be placed at least 3 feet from any objects or cases (including frames and pedestals). Nothing should lean against any wall, column, or railing in any part of the museum, regardless of whether it is an event space, or a space being used by a vendor (i.e. catering prep area and equipment storage area).
3. All electrical cords must be taped to the floor with Gaffer's tape which is designed for sensitive surfaces. This tape will not leave a residue when removed from surfaces. Absolutely no duct tape may be used on flooring, walls, or architectural features.
4. Most forms of entertainment and dancing are permissible in Northeast Louisiana Delta African American Heritage Museum, with prior approval from the Board's officers.
5. Proper protections must be included on all décor to ensure the Museum's surfaces are not damaged. Designated storage areas will be identified for all décor items. No items may be affixed to the wall or flooring. No confetti is permitted.
6. A liquor license must be obtained to sale alcohol onsite. You do not have to acquire a license to serve only. Temporary liquor license cost \$10 for non-profits and are free for 501c3 organizations at the following site:
 - a. <https://atc.louisiana.gov/media/iimchcii/atc-alcohol-special-event-application.pdf>

Northeast Louisiana Delta African American Heritage Museum

Facility Rental Application

If granted permission to use the meeting rooms, we will abide by the provisions of the policy adopted by the Northeast Louisiana Delta African American Heritage Museum Board, of which we were given a copy upon filling out this permission form.

The applicant herein assumes personal responsibility for payment of damages, which may be caused to the Museum Facilities as a result of this meeting.

All fees are to be paid in advance. Rental of the rooms is for the room itself and not for services of the Museum or the staff beyond normal Museum operations.

Signature: _____

Date: _____

Office Use Only

_____ Approved

_____ Disapproved: Reason:

Board President's Signature (or designee) , on behalf of the Board: _____

Museum Director's Signature _____ Date: _____

Northeast Louisiana Delta African American Heritage Museum

Facility Rental Application

1051 Chennault Park Drive Monroe, LA 71203- P.O.Box 9295- Monroe, LA 71211 – Phone: (318) 342-8889 – Fax: (318) 342-8881

1. The museum tables and chairs are included without any additional charge.
2. Police security is required for all events with or without alcohol being served.
3. Renter applicant must pay **\$200.00** refundable cleaning fee.
4. In instances where the museum does not have equipment available, the renter will be given permission to bring his/her own equipment on a case by case basis. Permission being granted does not make the museum responsible for damages incurred of personal equipment.
5. Fifty percent of the fees must be paid 5-7 business **days after application approval and paid in full 14 days** prior to the event.
6. Deposits will be returned if event is canceled at least 7 days before event, minus the non-refundable administrative fee. No exchange credit or term will be granted.
7. The only items allowed to be burned are the containers used to keep food warm. Covered or any open flame items are not allowed and are specific to this contract.

Name of Organization: _____

Person applying for room use: _____

Address: _____

Phone No: (Home) _____ Mobile _____

Alternate Contact Person: (Name & Number) _____

Date of event: _____

Type of Organization: **Check One**

_____ Cultural _____ Fraternal _____ Educational _____ Hobby

_____ Historical _____ Horticultural _____ Altruistic _____ Professional

_____ Personal _____ Religious _____ Philanthropic

Other: List Type _____

Meeting date requested: _____ Time: _____ Approx. number of attendees: _____

All events must end within four (4) hours. Each added hour will be charged at the additional rate of **\$50.00** per hour; not including additional security cost.

FACILITY FEES:

1. Facility Dome (including Exhibit Room, Bistro & Kitchen) room: \$1250
2. Bistro room (Meetings Only): \$35/hour during museum's operating hours
3. Bistro room (Meetings Only): \$50/hour before or after museum's operating hours
4. Conference room: \$35/hour during museum's operating hours
5. Conference room: \$50/hours before or after museum's operating hours
6. Refundable - Cleaning Fee: \$200
7. Security Fee (2 officers @ \$35 per officer or current rate): \$70/per hour
8. Non-Refundable - Administrative Fee \$15 per hour
9. Required Museum Membership Fee (see the attached fee schedule): _____
10. Cash Bar Fee: \$150
11. Set up fee outside of museum's hours of operation will be an additional: \$15.00 per hour

Total Fee: _____

Non-Refundable Deposit: _____

Refundable Deposit: _____

Total Deposit: _____ **Due by Date:** _____

Client's Name: _____

Client's Signature: _____ Contact #: _____

Executive Director's Signature: _____

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Facility Rental Application – Reoccurring Events

If granted permission to use the meeting rooms, we will abide by the provisions of the policy adopted by the Northeast Louisiana Delta African American Heritage Museum Board, of which we were given a copy upon filling out this permission form.

The applicant herein assumes personal responsibility for payment of damages, which may be caused to the Museum Facilities as a result of this meeting.

All fees are to be paid in advance. Rental of the rooms is for the room itself and not for services of the Museum or the staff beyond normal Museum operations.

Pre-Approved Recurring Events (not during museums hours of operation, if using dome or Exhibit Room):

\$150/meeting {minimum 10 annual meetings}, to include a membership from a minimum 10 individuals in your organization at a minimum {patron of the museum} membership. See membership schedule.

Name: _____ Date: _____

Signature: _____

Office Use Only

_____ Approved

_____ Disapproved: Reason:

Board President's Signature (or designee) , on behalf of the Board: _____

Museum Director's Signature _____ Date: _____