



FORT COLLINS
**MUSEUM OF
DISCOVERY**

**Special Events & Facility Rental
Rules and Regulations**

The following policies have been established by the City of Fort Collins (City) and the Fort Collins Museum of Discovery, Nonprofit Partner (Nonprofit Partner) as owners of the FCMoD in order to ensure the safety of the collections, exhibitions, and facility during private events. These policies must be accepted and signed by Client and returned to FCMoD.

1. Venue Contact Information:

Fort Collins Museum of Discovery (FCMoD)
408 Mason Court, Fort Collins, CO 80524
Phone: (970) 221.6738 / Fax: (970) 416.2236
FcmoD.org

Event Booking

Birthday Parties: FCMoD Visitors Services Department
(970) 221.6738

Events during/after business hours: Kelly Stetter – Event Rental Coordinator
(970) 416.2727; kstetter@fcmoD.org

Events during business hours are limited to birthday parties, business meetings, retreats, etc. that do not interfere with other public access spaces.

Events after business hours include any space rental beginning after 5:00PM Tuesday-Sunday or on Mondays.

2. General Facility Information

Building Hours

- Business and general public hours are 10:00am – 5:00pm Tuesday – Sunday.
- Rentals can be scheduled before, after and during business hours at the discretion of administrative staff.

Parking

Free public parking is available in FCMoD's main lot on the south side of the building. Additional on-street parking is available along Cherry Street, Howes Street, and Mason Street. FCMoD is two blocks north of the LaPorte Avenue Parking Garage.

Please note that the lot to the north of the building is an emergency access zone, and there is no parking in this lot at any time. This no parking zone is strongly enforced and violators will be towed.

Smoking

Smoking is not permitted in FCMoD, the Front Entrance Area, or the Big Back Yard. Any smoking must be at least 25 feet from any building entrance.

Americans with Disabilities Act

FCMoD makes every effort to accommodate staff and patrons with disabilities and adhere to all requirements of the American with Disabilities Act (ADA). This facility is equipped with wheelchair ramps, automatic doorways, and accessible restrooms. If you have concerns about the efforts to serve people with disabilities, please contact the Administration Office at (970) 221.6738.

Diversity Commitment

FCMoD is committed to treating all staff, clients, guests, and suppliers with dignity and respect. FCMoD's goal is to create an environment free from any form of harassment, discrimination or violence.

3. Special Events

Nature and Scope of Allowable Events

FCMoD is available for corporate, non-profit, and social events. The use of designated areas by the client does not imply exclusive use of all museum facilities. It is important that events hosted within FCMoD not interfere with daily operations or other museum activities. All events are subject to the policies contained herein.

FCMoD is unable to accommodate:

- The on-premise sale of any commercial product (except for pre-approved book signings)
- Political rallies, fundraisers or similar events for the purpose of endorsing specific candidates for public office or ballot initiatives
- Other inappropriate uses as defined in the sole judgment of FCMoD. FCMoD reserves the right to review event requests on a case-by-case basis.

Booking Information

FCMoD can accommodate some events during business hours, including business meetings, birthday parties, and other programs. It is important that these events not interfere with museum operations or other guests' experiences. Only specific areas are available for rent during business hours.

For special events during or after business hours (Tuesday – Sunday, 10am – 5pm), please call FCMoD's Event Rental Coordinator, Kelly Stetter at (970) 416.2727.

For Birthday Parties, please call FCMoD's Visitors Services at (970) 221.6738.

Reservations

FCMoD accepts reservation requests up to one year in advance, but no sooner than 14 days prior to the event date. All spaces rent by the hour with a **three** hour minimum. A 50% down payment is due at the time of contract signing, with the remainder of the payment due 5 days prior to the event date. Any outstanding invoices from previous events must be paid in full before a new booking will be confirmed.

- Reservations open on the first business day of each month, one year in advance. (For example, clients may reserve a room for June 2014 beginning June 3, 2013.)
- All payments toward an event must come from the client as named on the contracts. FCMoD cannot accept multiple payments from various individuals or organizations as deposits or payments for the event. Deposits are accepted by personal check, corporate check, certified check, money order or credit card using the attached form.

Event Spaces

Lobby & Griffin Piano Café

3,016 square feet; Occupancy: 200

Available for after-hours events only.

Food and beverages are permitted in this area with a required cleaning fee.

Classroom A / Classroom B

3,018 square feet; Occupancy: 100 (50 per classroom)

Available for all events.

Food and beverages are permitted in this area with a required cleaning fee.

Main Exhibition Gallery

16,695 square feet; Occupancy: 550

Available for after-hours events only. Food and beverages are not permitted in this area.

Woodward Special Exhibition Gallery

5,100 square feet; Occupancy: 170

Available for after-hours events only. Food and beverages are not permitted in this area.

Markley Community Room / Rooftop Deck

Conference Room – 617 square feet; Occupancy: 25

Available for all events. Food and beverages are permitted in this area with a required cleaning fee.

Rooftop Deck – 2,860 square feet; Occupancy: 95.

Available for after-hours events only. Food and beverages are permitted in this area with a required cleaning fee.



Rooftop Observation Deck.

Total Occupancy: 120

OtterBox Digital Dome/ Upper lobby

Digital Dome – 1,200 square feet; Occupancy: 79

Upper Lobby – 1,285 square feet; Occupancy: 85

Available for after-hours events only. Food and beverages are not permitted in this area.

Big Back Yard

Occupancy: 250

Available for after-hours events only. Food and beverages are permitted in this area.

Full Museum Facility

Occupancy: 1,500

Available for after-hours events only. Food and beverages are permitted in specified areas only.

Event spaces may be combined for one event; rates for both areas will apply. A discount is offered with the rental of the full museum facility.

Birthday Parties

FCMoD invites all families to enjoy a birthday party at the museum. Birthday Parties are available for children ages 4 – 12 years old.

A Birthday Party Rental is a \$200 flat rate and includes the following:

- Rental of one Classroom, including tables and chairs, for 2.5 hours.
- Admission to the FCMoD for up to 12 children and 4 adults. Additional guests, regardless of age, are \$5.00 each.
- Gift Bags are available from The Cache Museum Store for an additional charge of \$5.00 per bag.
- Private Digital Dome shows are offered for an additional \$50.00. Show availability and show times are limited, so please request a show when you reserve the room.

The following policies apply to Birthday Parties:

- Birthday Parties can be scheduled by calling FCMoD's Visitors Services at (970) 221.6738 during regular business hours.
- Birthday party rentals are available on Sundays only.
- Children **MUST** be accompanied by adults **AT ALL TIMES** during the birthday party.
- Tables, chairs, and counters must be wiped clean and all trash disposed of in provided receptacles at the end of the party.
- Tablecloths, helium balloons, are permitted only in the Classroom, and must be attached to tables and chairs only. Clients are not permitted to tape or affix any decorations to walls, cabinets, other furniture, or other surfaces. All decorations must be removed and disposed of at the end of the party.
- No additional services are provided with this rental. Clean-up of any spills and crumbs after your birthday party is greatly appreciated.

PLEASE NOTE: There is no food storage or cold storage available at FCMoD. Cakes, ice cream, drinks, etc. must be brought into the facility in coolers.

Service Club Meetings and Events

FCMoD can accommodate service club meetings and events as a space rental. As such, all rules and regulations contained within this document will apply, and clubs will be charged the non-profit rate. For museum visits, service clubs may request a Group Admission rate for members. Access to Exhibition Galleries is restricted to normal business hours, plus one hour before opening (beginning at 9:00 AM) and one hour after closing (ending at 6:00 PM). For the purpose of this document, a service club is defined as a voluntary, secular organization open to all persons regardless of race, color, creed, religion, gender, or political preference, operating under a philanthropic or service-based mission.

Gallery Restrictions

Specific restrictions apply to the Main Exhibition Gallery and to the Woodward Special Exhibition Gallery. These restrictions are listed throughout this document, and include restrictions on food and beverages, decorations, moving of objects or artifacts, etc. Please be sure to note all restrictions for the area of your rental before signing any rental contracts. For specific questions or clarifications, contact a FCMoD Event Specialist.

Contracts

FCMoD wants all clients to be completely informed and wants to ensure that their contract is understandable. Please read it carefully and entirely.

- Clients must book their rentals based on the total number of hours needed for their event, including all set up, event, and clean up time.
- Client must hire personnel needed to staff their event including set up, clean up, garbage removal and staffing. FCMOD staff is not responsible for any of these activities.
- Contracts must include event type, guest count, all outside equipment rentals and catering, liquor licenses, and security detail.
- Catered events (food and beverage) require an additional fee.
- All events with catering and/or bar service will require liability insurance which can be provided through the City of Fort Collins, or the client's own insurance carrier.
- The confirmation of any event requires (1) a signed contract, (2) a required deposit, and (3) the total of all contracted fees.
- Contracts may only have additional hours added; no hours may be subtracted from the original agreement. All requests for additional hours must be submitted in person or in a written request and will require a revised contract to be signed, and all additional fees to be paid for at that time.
- The client must schedule a meeting to finalize all event related details (event type, guest count, equipment rentals, etc.) at least one month (30 days) before the scheduled event date. Any changes after that time will require a new contract be drawn and all additional charges to be paid for at that time.
- The client will receive a reminder 5 – 7 business days prior to their event, detailing all payments, charges and credits. Payment must be received in full prior to the event.

Room Deposit

- FCMoD reserves the right to require a performance bond or room deposit for the protection of the facility and to guarantee the payment of rentals/expenses. All releases and/or refunds of the bond or deposit shall be done by the Fort Collins Museum of Discovery. (The client should allow for three weeks processing time.)
- The client shall be responsible for any damage to FCMoD property or facilities beyond ordinary wear and tear and will be billed for any such damage. Determination of the amount of such damage shall be within the sole jurisdiction and discretion of FCMoD and payment for such damage shall be due within 10 days following the event. An itemized list of all damage charges will be given to the client.

Damage to the Facility

As the client who has contracted for the use of the facility, you are responsible for any and all damage caused by your staff, contractors, guests, exhibitors, or attendees. A pre and post walk through of your contracted areas may be scheduled with FCMoD.

Insurance

Public liability and property damage insurance is required for all events, and must be provided thirty (30) days prior to the event. The policy must contain not less than Five Hundred Thousand Dollars (\$500,000) combined single limit coverage for bodily injury and property damage. In the event that damage which is not covered by the client's insurance occurs as a result of the client's use or occupancy thereof, other than ordinary wear and tear, User agrees to reimburse the City for estimated expense of repairing the damage, as determined by the City, within ten (10) days after written notice of the same is sent to User. More information regarding insurance is available upon request.

After Scheduled Event Hours Charges

Clients will be charged for a full hour of room rental for any time period that the client, their guests, or vendors stay on any contracted spaces beyond the contracted room rental time and again, each additional hour that passes. In addition, event staff time will be charged at \$40/hour/staff member, if it is beyond midnight (12:00am).

Outdoor Spaces Policy – Big Back Yard & Rooftop Deck

Because of the possibility of inclement weather, it is highly recommended that an indoor backup location be rented along with a Big Back Yard or Rooftop Deck rental. Clients do have the option to rent these spaces without a backup. However, please read and understand FCMoD's Outdoor Spaces Policy and seriously consider the decision.

- The client will be fully responsible for all contracted charges regardless of inclement weather.
- FCMoD staff is authorized to strike any contracted equipment from the event space if necessary to avoid weather damage.
- The client may not be allowed to move into any other areas of the facility to complete their event.
- If renting an indoor back up space, the client has a four-hour grace period before their scheduled event time to choose which space to hold their event in. After the 4 hour grace period, if the client is unavailable or chooses not to make a location decision, FCMoD staff is authorized to make a decision on behalf of the client.
- Only approved tents, canopies and shade umbrellas will be allowed on the grounds. No staking into the ground is permitted.
- All music or amplified sound beyond conversation level must cease at 10pm.

Cancelations

Special Events

- If a client cancels an event with a signed, paid contract more than 90 days in advance, they will be refunded one-half the space rental fees and any additional fees.
- If a client cancels an event with a signed, paid contract less than 90 days in advance, the client will be refunded any additional fees but will forfeit the space rental fees.

Meetings (no catering service)

- If a client cancels a meeting event with a signed, paid contract more than 14 days in advance, they will be refunded the full space rental fees.
- If a client cancels a meeting event with a signed, paid contract less than 14 days in advance, the client will be refunded one-half the space rental fees.
- If a client is a no show for the Markley Room meeting space, a \$50.00 fee will be charged.

Cancellation or Modification by FCMoD

- FCMoD reserves the right to cancel any reservation if notice of such cancellation is given to the client at least 30 days in advance of the event.
- FCMoD reserves the right to modify space assignments as needed.

Defaults

Should the client default in the performance of any of the terms and conditions of the Agreement, the City of Fort Collins, at its option, may terminate the agreement and the client's use of the property.

4. Operational Information

Catering

- All catering must be performed by a FCMoD Approved Vendor or, the caterer of your choice may apply to become an Approved Vendor for the facility. Approval of vendors is at FCMoD discretion.
- Service Provider must provide **all catering equipment**: trays, chafing dishes, pitchers, coffee carafes, coffee condiments, salt and pepper shakers, etc.
- No food or beverage is to be served on or with disposable servicewear. Only reusable, recyclable, or compostable servicewear will be allowed.
- **Service Provider** is solely responsible for set up, bussing, and clean up, including trash removal and disposal after the event.
- At the end of the event, **Service Provider** must thoroughly clean all areas used, including countertops, FCMoD tables, chairs, or any other property of FCMoD used during the event. Floors must be swept and spills mopped.
- If Service Provider fails to follow FCMoD's policies, consequences may include (1) additional fees being charged to Service Provider's client; (2) termination of Service Provider's Approved Vendor status; and (3) Service Provider being barred from future business at FCMoD.

Snacks

- FCMoD will allow clients to bring commercially-prepared and packaged snacks (cookies, candy, chips) to events without hiring a caterer. A cleaning charge of \$25.00 will be assessed.

Alcohol Policies

- Events with alcohol are permitted only after regular business hours, beginning no earlier than 5:00pm.
- If it is a public event, the client must obtain a Special Events Permit Liquor License from the City Clerk's Office for the Museum premises at least 30 days prior to the scheduled event.
- Private Events do not require an outside Liquor License.
- The Client is responsible for all fees associated with obtaining the Special Events Permit.
- Client must provide liability insurance for all events with alcohol. This insurance can be obtained from the City of Fort Collins or the client's insurance policy.
- Events with alcohol or an expected attendance of over 100 guests will require additional security, arranged by FCMoD and billed to the client.

Approved Vendors

- All Approved Vendors including, but not limited to, DJs, musicians, caterers, etc., must apply to be an Approved Vendor at least one month (30 days) prior to the client's contracted event in order to perform any service within the facility or on our grounds. Please contact Kelly Stetter (970.416.2727) for a copy of the application.
- If Approved Vendors fail to follow FCMoD policies, possible consequences include (1) additional fees being charged to Approved Vendor's client; (2) termination of Approved Vendor's Approved Vendor status; and (3) Approved Vendor being barred from future business at FCMoD.

Protection of Collections and Exhibitions

For the safety of the artifact collection and exhibitions, the following applies to all events:

- Exhibitions, or any parts or components thereof, cannot be moved or removed.
- Exhibitions, or any parts or components thereof, cannot have anything draped over, or attached to, a pedestal, base, vitrine, or surrounding wall.
- Obstruction, movement, rearrangement, or disturbance of any exhibition or component thereof is absolutely prohibited.
- Any person whose behavior threatens, or appears to threaten, the collection or exhibition will be asked to leave the building.
- Guests are not allowed in the Exhibition area unless this area has been specifically rented and included in the rental license agreement.

Griffin Piano Café Considerations

The Elks Piano, located in the Griffin Piano Lounge, is a museum artifact. Permission to play the piano must be obtained in writing from FCMoD Director prior to any event. All decisions are at the discretion of FCMoD Director.

Load-in and Strike

All public entrances are strictly limited to hand-carried items and/or catering carts for the load-in or strike of event equipment or supplies including, but not limited to, sound equipment, catering equipment, tables, chairs, etc. The use of dollies, flatbeds and mechanical equipment for Load-in or Strike of an event are only allowed at our specified dock and loading areas. At no time may food or trash be transported through gallery areas.

Equipment Rental

FCMoD has no supplemental equipment for events. Any tables, chairs, easels, A/V equipment, etc. that are needed for an event must be provided by the Client through our Approved Vendor list.

Decorations, Signage and Banners

- Client signs, banners or other materials cannot be displayed in exterior or interior public spaces.
- Any decoration set up and clean-up is the responsibility of the client.
- Use of bird seed, and only bird seed, is permitted only in the Big Back Yard.
- Only simulated candles are permitted.
- Only cut flowers are permitted in the facility if brought in by an Approved Vendor. All arrangements must be prepared off-site, and are not permitted in any galleries.
- No decorations, signs, posters or displays may be taped, nailed, stapled, tacked, or otherwise affixed to any facility surface.
- All doors to mechanical rooms, operation rooms and offices must be kept clear at all times.

- Other items *prohibited* from use in the facility and all gallery spaces include:
 - Adhesive-backed labels, name badges, decals and similar;
 - Fog and/or haze machines;
 - Flammable materials including bunting, tissue paper, crepe paper, etc.;
 - Other greenery besides cut flowers;
 - Glitter, rice, confetti and bird seed;
 - Candles, torches or other flaming materials or devices;

*Damage or expenses resulting from practices contrary to these policies will be charged to the client.

Public Areas

The lobbies, general grounds and parking lots are considered public areas and, generally, not under client control. As such, the following guidelines apply:

- All requests to utilize public areas for registration, special exhibits or displays, etc. require approval one month in advance of the contracted event date from FCMoD Director and may incur an additional fee.
- All activities in public areas must take into consideration the requirements of the public and staff utilizing the facility.

Internet Connectivity

FCMoD offers free Wi-Fi service throughout the facility.

Sustainability Program

FCMoD is committed to the City of Fort Collins “Green it, Mean it” campaign. We provide single stream recycling receptacles throughout the facility, and we require all clients and vendors to participate in our sustainability program as it has proven its effectiveness at reducing environmental costs.

Rubbish Removal

The Client is responsible for removal of all rubbish generated from the client’s contracted event. Any rubbish remaining in the facility will be disposed of at a \$40.00/staff member/hour rate to the client with a one hour minimum. This includes, but is not limited to: catering materials, brochures, boxes, decorations and other event materials. At no time may any rubbish be transported through gallery spaces. All rubbish and recycling may be disposed of in the receptacles located on the north east side of the building in the loading area.

Delivery, Storage and Removal

All event materials must be delivered only during the designated set up time before an event. FCMoD will refuse deliveries of materials and equipment prior to the contracted set up time. FCMoD does not guarantee the return or the condition of any materials left on our premises after an event has closed.

Photography

All photography must be for personal, non-distributional, non-commercial use, and under the following conditions:

- Flash photography, detachable lenses, camera bags, tripods, additional lights or extension cords are not allowed in any gallery space.
- The camera must be at least three (3) feet from any exhibition or work of art.

FCMoD retains the right to take photographs or video of events for its own records and for publicity purposes.

5. Safety and Security

Security is a high priority for FCMoD. Security staff is contracted by FCMoD and supervised by FCMoD. All staffing fees are the responsibility of the client.

- FCMoD does not allow clients to contract or provide their own security.
- FCMoD determines security requirements based on event type, number of guests and potential security needs. FCMoD reserves the right to require or waive security for any event.
- In General, events with alcohol or an expected attendance of over 100 guests will require additional security, contracted by FCMoD and billed to the client.
- The City and the Nonprofit Partner do not assume any responsibility for lost or stolen articles, damage to the client's property, or injury to persons using FCMoD, and the client hereby waives any claims against the City or the Nonprofit Partner in relation to any such damage or injury.
- The client agrees to indemnify and hold harmless the City, the Nonprofit Partner, and their respective officers, representatives, employees, volunteers, agents and assigns against all claims, causes of actions, damages, liability, injury, loss or costs, including reasonable attorneys' fees, of every kind and nature whatsoever, directly or proximately resulting from or caused by any act or omission of the client or any of its officers, agents, employees, representatives, assigns, guests, patrons, or invitees or by their use or occupation of FCMoD.
- The City and the Nonprofit Partner reserve the right to eject, or cause to be ejected from the premises, any objectionable person or persons; and neither the City, the Nonprofit Partner, nor any of their respective officers, representatives, agents, volunteers or employees shall be liable to the client for any loss or damages that may be sustained through the exercising of such right.

Fire Safety Requirements

All fire extinguisher cabinets, fire alarm pull stations and emergency exits (including those inside an event space) must be visible and accessible at all times. All main and cross aisles, corridors, stairways and other exits must be maintained at their required width during event hours. All aisles widths must be at least 36" and free of chairs, tables and other miscellaneous equipment. Materials used in the construction of sets and displays must be fire retardant and/or resistant and are subject to approval.

Occupancy Rates

For the safety of your guests, maximum allowable occupancy rates and fire regulations must be strictly adhered to. If the guest count grows substantially from the original estimate, FCMoD reserves the right to move the event to a larger event space. If this should become necessary, the rental rate of the larger space may apply. If there are no larger spaces available, guests may be denied entry into the event.

Lost and Found

FCMoD will attempt to retain lost and found articles for up to 7 days. After that time period, all articles are disposed of at the sole discretion of FCMoD. FCMoD does not guarantee the return or the condition of any materials left on its premises. Any inquiries regarding lost and found items should be directed to the Information Desk at (970) 221.6738.

Emergency Situations

In the event of a serious emergency (Fire, Police, Medical), immediately call 911, and/or notify FCMoD staff.

Evacuation

If for any reason evacuation of the facility becomes necessary, please exit quickly but calmly following the directions of FCMoD staff in your area. If possible, take staff and attendees lists and proceed as directed by FCMoD staff.

I hereby acknowledge and understand that my failure to adhere and comply with the FCMoD Event Rules and Regulations, or the failure of any of my agents, guests, or contractors may result in the cancelation of my event. I have read the rules and regulations cited above and agree to follow them.

Signature _____

Date _____

FCMoD Agent _____