

# RENTAL AND EVENT FAQs



*Additional information regarding facility rentals can be found in Fort Collins Museum of Discovery Special Events & Facility Rental Rules & Regulations. A copy can be picked up at the Fort Collins Museum of Discovery Ticketing Desk at 408 Mason Court, downloaded from the website at [www.fcmod.org](http://www.fcmod.org), or requested by emailing the Facility Rental Coordinator at [sistre@fcmod.org](mailto:sistre@fcmod.org).*

## **What spaces are available?**

FCMoD offers several areas for use. The Classrooms and Markley Community Room are available both during business hours and after hours, while the Lobby & Griffin Piano Café, OtterBox Digital Dome, Main Gallery, Rooftop Observation Deck, and the Big Back Yard are available for use after business hours. Clients may also rent the full museum facility including all above listed spaces. Not all spaces are available at all times, so please call for availability.

## **Is there parking at FCMoD?**

Parking is free at the museum, and overflow parking is available along Cherry Street. The Civic Center Parking Structure is a short walk to the south at the corner of Laporte and Mason Streets. The museum is also easily reachable via public transportation. Transfort's Downtown Transit Center is a block south of the museum on Mason Street.

## **Where are you located?**

The museum is located on Mason Court, at the intersection of Cherry and Mason Streets. Parking is free at the museum, and overflow parking is available along Cherry Street. The Civic Center Parking Structure is a short walk to the south at the corner of Laporte and Mason Streets. The museum is also easily reachable via public transportation (Transfort's Downtown Transit Center is a block south of the museum on Mason Street) and by bicycle via the Poudre River Bike Trail.

## **How much does a rental cost?**

All rentals are based on a three-hour minimum. Please include all time needed before and/or after your event in your total reserved time slot.

## **What is included in the rental fee?**

The space in which you wish to hold your event for three or more hours, six 6' tables, eight cocktail tables, and event staff for the duration of your event.

## **What is required to confirm a reservation?**

To confirm a reservation, a signed contract by both the client and FCMoD plus a 50% deposit is required to hold a space. Final payment is due five days prior to the event. Final payment for Birthday Experiences are to be paid the day of the event.

## **What is the latest time that an event must end?**

FCMoD requires all customers to be out of the building at midnight (12am). Most events must end by 11:00pm in order to complete clean up and exit by midnight.

## **If I am renting the Rooftop Observation Deck or Big Back Yard, what happens if it rains?**

There is not an automatic back up space for either the Observation Deck or the Big Back Yard. It is highly recommended to rent an indoor room as back up, which you may rent at half price with the rental of an outdoor space. There is no refund if the customer does not use the space due to inclement weather.

## **Does the Museum allow clients to provide liquor for their events?**

No. All events must use the FCMoD Bar Service, Sapphire Events, LLC. No outside alcohol may be brought in.

## **Can I have a cash bar?**

Yes. FCMoD permits both a cash or hosted bar. See rental sheet rates for more details.

## **What if we only need the space for a few hours?**

Most events will require the full three hours when set up and clean-up are included; however, some allowances can be made based on the type of the event. For more information, speak with our Facility Rental Coordinator at (970) 416-2727.

### **Can I bring in food?**

Food is permitted only on the Observation Deck, Classrooms, Big Back Yard and Lobby & Griffin Piano Café. Caterers must be selected from the Approved Catering List, or with FCMoD approval. There is an additional charge for catered or box lunch events based on the number of guests. Pre-packaged snacks (water, bags of chips, cookies, etc.) may be brought with a \$25.00 required food/beverage fee. All supplies (napkins, plates, coffee supplies, etc.) must be provided by the client or caterer. All rubbish must be taken to the receptacle on the north east side of the building at the end of the event by the client or their hired staff.

### **Can we have music?**

Music is permitted for events occurring after business hours. Clients must honor the City of Fort Collins Noise Ordinance for all events with music or a public address system. For more information about noise violations, please see <http://www.fcgov.com/neighborhoodservices/pdf/quality-neighborhoods.pdf>.

### **Is photography allowed?**

Photography is permitted in all areas of the museum with restrictions in the Main Gallery and Woodward Special Exhibition Gallery. Please see the Fort Collins Museum of Discovery Special Events & Facility Rental Rules & Regulations for more information about restrictions.

### **What supplies does the Museum provide?**

FCMoD provides six 6' tables and eight cocktail tables for events. Tables and chairs are included in a Classroom rental. All other supplies, including tables, chairs, staging, centerpieces, catering needs, etc. must be provided by the client or outside service provider.

### **Do you have birthday parties at the Museum?**

Yes, birthday parties may be scheduled at FCMoD. Call our Facility Rental Coordinator at (970) 416-2727. Birthday party spaces fill quickly so please call early enough to secure a space on your preferred date. Please note that there is no storage (including cold storage) at FCMoD, so all food, beverages, ice cream, etc. must be brought into the museum and stored in coolers. Clients are expected to reasonably clean the classrooms after a birthday party, including wiping down tables and chairs, disposing of rubbish, and cleaning up spills.

### **Can we host our book club at the Museum?**

Service groups, book clubs, and other groups have several options at FCMoD. Public spaces, such as outside of the Café or in the Big Back Yard, offer enough space for smaller groups to gather without interfering with other visitors or being impeded by noise. Groups may also rent a Classroom or reserve the Markley Community Room for their meeting.

### **Can my group host a program at the Museum for your visitors?**

Any programs presented by outside groups must work with the FCMoD Programs Department. Programs must be mission-aligned, and different from any programs that FCMoD offers. Programs that require a fee in addition to museum admission will not be permitted. Program opportunities are considered on a case-by-case basis.

### **Do rentals during business hours include admission to the Museum?**

No, admission is not included in rentals. However, FCMoD does offer a discount for groups of 15 or more. Discounts are available for both museum admission and OtterBox Digital Dome shows.

### **Can we rent an OtterBox Digital Dome show during our event?**

Yes, FCMoD can offer a Digital Dome show of your choice for an additional fee. The Dome seats 79 people, so remember that additional shows may be needed to accommodate all guests.

### **Is there a cancellation fee?**

Meetings are fully reimbursed when cancelled more than 7 days in advance. Meeting cancelled less than 7 days receive a 50% refund. Special events receive a 50% refund if cancelled more than 90 days in advance. Less than 90 days in advance receive no refund.

### **Is there a security deposit?**

A \$500 security deposit will be taken at the discretion of FCMoD staff.

### **Do I need Liability Insurance?**

Events taking place after hours with food, beverage, and alcohol require liability insurance. You can either go through your insurance company or through the City of Fort Collins.