

# A M E L I A I S L A N D MUSEUM OF HISTORY

## Facility Rental Prices

### Definitions:

**Commercial:** A business or group using the facility for profit, when an admission is charged, tickets are sold, or a service/product is offered for sale.

**Private:** A group function that is not open to the public and does not charge any type of admission for the event.

**Non Profit:** A 501C(3) organization that will utilize the facility for a group function that is not open to the public and does not charge any type of admission for the event.

### Rental Prices: (Prices based on a four hour rental period\*)

<b>Baker Hall</b> – Presentation (Capacity 100), Banquet (Capacity 50-75), Reception (Capacity 75-100) 1015 sq. ft. & small kitchen facilities are available.	Commercial:	\$350.00
	Private:	\$250.00
	Non Profit	\$100.00

<b>Museum</b> – Reception only (Capacity 100) includes all 1 <sup>st</sup> floor exhibit space Standing room & limited seating.	Commercial	\$400.00
	Private	\$300.00
	Non Profit	\$100.00

<b>Museum &amp; Baker Hall combined</b> Presentation, Banquet, Reception (Maximum combined capacity 200)	Commercial	\$750.00
	Private	\$500.00
	Non Profit	\$200.00

<b>Presentations</b> A formal lecture style presentation lasting approximately 1 hour. Use of audio/visual equipment & podium is available.	Commercial	\$200.00
	Private	\$100.00
	Non Profit	\$50.00

<b>Museum Security Staff</b> Fee applies to Museum non-business hours. <i>Number of Staff for after-hours events with 60+ guests will be at the discretion of the Museum.</i>	\$25.00/hour per Staff
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<b>Deposit/Cancellation Fee</b> Fee must be received in order to reserve the date. Cancellations must be made 1 week before the date of the event or deposit is forfeited.	\$100.00 Cash or Check
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<b>Clean Up Fees</b> Credit Card number must be on file and may be run at the discretion of Operations Coordinator upon post event inspection.	\$100.00
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<b>Equipment Use</b> (Limited number of tables & chairs)	\$100.00
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\*Rentals that exceed 4 hours are permissible with advance approval. Renters will be charged an additional \$50 per hour. In accordance with City Ordinances, all events must conclude by 10:00 PM, excluding clean-up. Set-up and clean-up are included in the timeframe of the rental.

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## Facilities Use Contract & Guidelines

The Amelia Island Museum of History is happy to extend the use of our unique facility for receptions, dinners, lectures and other special events. If you or your organization wishes to reserve the Museum's public areas you may do so by calling the Operations Coordinator at 904.261.7378 x100 to determine availability.

While we are excited about your interest in utilizing our distinctive space, we do not provide event planning services and we must also be concerned with the preservation of artifacts and exhibits as well as maintaining our normal, daily operations for the public. In order to help us meet your needs, we are providing a list of **Host/Representative Responsibilities** and a checklist of information needed by the Museum. Please read and complete both documents.

### Your Responsibilities as Host/Representative include:

1. A fee will be charged for the use of the approved areas for a 4 hour event (**this includes the time it takes for your group to set-up and take-down**). You will be charged an additional \$50 per hour in excess of 4 hours. A \$100 cash or check deposit is required to reserve your date, cancellations must be made 1 week before date or deposit will be forfeited.
2. In addition to the rental fees, you will be charged for museum security staff required for your event. A rate of \$25 per hour, per staff member required, will be assessed. **The time frame will include the entire time they must devote to the event – from set-up to take-down.**
3. It is your responsibility to provide for the clean-up immediately after the event. This includes food, beverages and garbage. All chairs, tables, etc. must be cleared away. All clean-up must meet with the Museum staff's approval. If standards are not met, the Credit Card on-file will be charged a \$100 fee. Any damages incurred during the event will also be charged to this Credit Card.
4. Rental fees, security staff fees and clean-up fees will be handled through the Operations Coordinator and are due on the day of the event. Please contact 904.261.7378 x100 to make payment arrangements.
5. You will assume liability (1) for any and all damages to the Museum, exhibits and artifacts, and (2) for any and all injuries to any persons that may occur as a result of their use of the Museum's facilities. We will need a certificate of insurance (Liability Insurance) from Commercial parties and/or a secured Credit Card number from the person or group renting the facility.
6. You are responsible for obtaining catering, tables, chairs, linens, flowers, musicians and other equipment (slide projectors, lecterns and blackboards) with the approval of Museum. If you would like to have the Museum supply tables and chairs etc., please check in advance to be sure that we have what suits your needs. There will be a fee of \$100 charged for the use of all Museum equipment.
7. If alcohol is served, you are responsible for obtaining all necessary permissions and assuring that minors will not be served. As the host, you will provide the alcohol and there cannot be a charge to your participants. Alcohol may only be served after the Museum closes to the public. **Staff reserves the right to check I.D.s and take appropriate action if under-age drinking occurs.**
8. No smoking is permitted anywhere on the Museum grounds, including the parking lots and sidewalks.
9. You must keep the Operations Coordinator informed of all details and changes.
10. Since your event must coordinate with the Museum's functions, you will assist the staff by providing copies of flyers, invitations, announcements and any other information regarding the event.

**ALL PRINTED MATERIALS MUST BE APPROVED BY MUSEUM STAFF AND INCLUDE "THE AMELIA ISLAND MUSEUM OF HISTORY IS NOT AFFILIATED WITH THIS ORGANIZATION"**

**I have read the Facilities Use Contract and Guidelines as outlined above by the Amelia Island Museum of History. As Host/Representative for this event I will abide by all of the regulations set forth.**

Name \_\_\_\_\_ Date \_\_\_\_\_

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## Event Checklist

***This form must be completed and returned to the Museum.***

Date and Name of event \_\_\_\_\_

This Event will be catered by \_\_\_\_\_

They will arrive at \_\_\_\_\_ o'clock.

Alcohol will be served by a bartender. Name: \_\_\_\_\_

They will arrive at \_\_\_\_\_ o'clock.

Flowers/Centerpieces will be delivered by \_\_\_\_\_

They will arrive at \_\_\_\_\_ o'clock.

Arrangements have been made for table and/or chair rental from \_\_\_\_\_

They will arrive at \_\_\_\_\_ o'clock.

Musicians consisting of # \_\_\_ members. The group/DJ's name is \_\_\_\_\_

They will arrive at \_\_\_\_\_ o'clock.

We will have a speaker(s) for this event. Name \_\_\_\_\_

They will arrive at \_\_\_\_\_ o'clock.

They will require a podium ( Yes No)

They will require Audio/Visual capability ( Yes No)

Other Information \_\_\_\_\_

As host/Representative for this event, I am Aware that I am responsible for directing any of the above to the proper location at the Amelia Island Museum of History. I will notify both the Museum and the above contacts if we will be using the Museum's main entrance and elevator for this event.

Name \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_