

## Dennos Museum Center Rental Terms and Conditions

All rental activities require staffing by a minimum of one Museum employee. A Museum auditorium technician is required to be present during rental activities in the Milliken Auditorium, including set up, event, and tear down activities.

User will be invoiced by Northwestern Michigan College. Payment is due upon receipt of invoice.

Organizations using the Museum are responsible for any and all damage to the building or its contents (including works of art) due to such use beyond reasonable wear and tear. The Museum reserves the right to require the renting organization to provide a certificate of liability insurance. All equipment/props brought in by the user must be removed within 24 hours of the event's conclusion or sooner, depending on the rental schedule. The Dennos Museum Center assumes no liability for such equipment or props.

To protect artworks and other items, except for objects specifically designated as "hands-on," touching of artworks, the polar bear, musk ox, or other objects is not permitted. Guests must refrain from running in the Museum or climbing on the wooden seating areas or outdoor sculptures. Works of art and other exhibition materials may not be moved or handled in any way without the consent of the Museum Executive Director or his designee. The Museum reserves the right to restrict the activities of any function or set-ups related to the function which may in any way endanger the exhibitions within the building.

No candles or other open flames are permitted in the Dennos Museum Center facilities.

No food or beverages are permitted in the Milliken Auditorium, Dutmers Theater, or in the Galleries, with the exception of the Sculpture Court. It is expected that renters of Museum facilities will leave those facilities as they were found. Users will be charged for any damage at the cost of repair or replacement. Any clean-up over and above regular custodial routine will be charged at a rate of \$50/hour with a one hour minimum.

Renters may use the caterer of their choice to provide food and non-alcoholic beverages for events at the Dennos Museum Center. However, Northwestern Michigan College's liquor license requires that **all arrangements for serving alcoholic beverages must be made with NMC's Hagerty Center, 231.995.3151 or 231.995.1146**. It is the renter's responsibility to make arrangements directly with the Hagerty Center. Consumption of alcoholic beverages is permitted only within certain areas of the Museum for social events. In addition to area caterers, NMC also offers two catering options: Campus Catering by Sodexo, 231.995.1403 or the NMC Hagerty Center. Catering contracts must be arranged directly between the renter and caterer. The renter must direct the caterer to contact the Museum at 231.995.1595 no later than two business days prior to the event. All table linens must be provided by the renter or arranged for through their caterer.

Rental of the Sculpture Court includes admission to the Galleries for event participants, except for special ticketed exhibitions or during exhibition changeover. For rentals in areas other than the Sculpture Court, all attendees, staff, and volunteers must pay admission at the Visitors Desk in order to visit the Galleries during the Museum's regular hours of operations.

Contact a Museum staff person or volunteer when your organization has arrived and when leaving at the end of your event.

Signage throughout the Museum and Milliken Auditorium contains important reminders that affect the safety of your group, as well as other visitors, staff, collections, and facilities. Pay attention to all signage. Do not enter areas that are restricted to the public or cross barriers. Use of spaces that are not included in the rental agreement will be charged for on the invoice.

Children must be accompanied by an adult chaperone at all times. The recommended guideline is one adult for every five children. All children visiting the Museum Store must be accompanied by an adult.

Excessive noise is discouraged. Voices should be at a level that does not disturb other visitors, staff, or volunteers, especially during hours that the Museum is open to the public

All campuses of NMC are tobacco free. Smoking or use of other tobacco products is not permitted inside any NMC building or on college property.

Guests must abide by NMC and City of Traverse City rules and regulations governing parking on the NMC Campus. The Museum cannot guarantee immediate access parking to patrons of events at the Museum. The City of Traverse City may issue tickets for parking in the fire lane in front of the Museum, parking in handicap spaces without a valid permit visible, parking in unmarked areas, or parking in NMC parking lots that require a decal prior to 6 pm on weekdays when classes are in session.

Because of the high demand for the auditorium, the Museum reserves the right to charge a cancellation fee of 50% of the rental fee if this agreement is cancelled by the user less than 30 days prior to the event.

Renting organizations must include a disclaimer in all promotional activities clearly stating that the event is "Sponsored by (renter's organization name). The Museum reserves the right to review all publicity prior to publication. Use of the Dennos Museum Center name in advertising of an event shall not imply Museum support for the event.

Unless renters sell tickets to their events through the Museum Box Office, it is not the Museum's responsibility to provide event details or ticketing contact information. Museum staff and volunteers will make their best efforts to direct callers or visitors to rental

organizations' ticketing information if those organizations have provided adequate written information to the Museum in a timely manner. Organizations should not list any Museum phone number, website URL, or email address in printed or electronic promotions and should state that tickets to their events are not available at the Denno Museum unless they have contracted for Museum Box Office services.

Videotaping and recording can only be done with the express permission of the person(s) who will be taped and/or recorded. It is the responsibility of the person(s) doing the recording to obtain that permission, and the responsibility of the event presenter to make sure this occurs. This must be verified with a written release by the person(s) to be taped and/or recorded. It is incumbent on the party who will be videotaping/recording that the person(s) being taped/recorded be fully aware of how the tape/recording will be used. The Denno Museum Center, its staff and its contractors are not responsible for the use of any tape or recording done in the Museum or Milliken Auditorium that is not produced by the Denno Museum.