

## Rental Guidelines

### Reservation and Deposit INITIAL \_\_\_\_\_

- Events are booked on a first-come, first-served basis. All fees and building use guidelines will apply.
- Requests for use must be made at least 1 month in advance.
- The room deposit (varied by room rental) is required to book a reservation.
- The remaining balance of all rental fees must be paid no later than 1 week prior to the event.
- A walk-through must be scheduled with the Event Coordinator and completed two weeks prior to the event.
- All rates are subject to change without notice until a deposit is made.

### Cancellation Policy INITIAL \_\_\_\_\_

- In the event of a cancellation, written notification is required thirty days in advance of the event date to receive a partial (50%) refund of the room deposit and any paid rental fees. Cancellation after that date will result in forfeiture of the room deposit, but any security fees paid will be refunded in full.

### Responsibility INITIAL \_\_\_\_\_

- Lessee assumes all responsibility for injury and damages.
- The lessee releases Panhandle-Plains Historical Society and West Texas A&M University from all liability associated with loss, personal injury, or death related to the use of the museum.

### Catering INITIAL \_\_\_\_\_

- Aramark (806-651-2709) gets right of first refusal on all catering in PPHM. If they refuse then lessee can use any catering service.
- PPHM does not provide dishes, glassware, silverware, serving platters, etc.
- All alcoholic beverages will be the responsibility of the group and may only be served not sold. PPHM accepts no liability for the actions of the group or group guests at alcohol related events. All TABC rules will apply.
- Guests must be 21 years of age with a valid I.D. to consume alcoholic beverages on the premises. The event will be terminated if any guests under the age of 21 are found in possession of alcohol.
- To serve alcohol at an event, the caterer must possess a license to serve.
- No food or drink is to be taken out of the designated area(s).
- PPHM cannot serve or provide alcohol. If lessee provides alcohol, lessee assumes all responsibility.

### Decorations INITIAL \_\_\_\_\_

- All decorations must be approved by the Event Coordinator in advance.
- No exhibit or other item in PPHM shall be moved without permission of the Events Coordinator and curatorial staff.
- Decorations NOT allowed inside the museum include:
  - Rice or birdseed
  - Thumbtacks or nails
  - Live potted plants (unless treated; ask for details)
  - Hay bales
  - Helium Balloons
  - Decals, stickers, or permanent tape
  - Glitter (unless properly sealed to avoid shedding)

- Due to fire code and safety issues, candles must be flameless or L.E.D
- Due to fire codes and safety issues, all entrances and floors must be open and free of clutter.
- PPHM is not responsible for any items that are left behind, lost, or stolen.

**Photography** INITIAL \_\_\_\_\_

- Photography is allowed inside and outside the museum, but some exhibits contain artifacts that are light sensitive. Please consult with the Events Coordinator to have pictures taken throughout the museum, if desired.
- Photographers assigned by the party will be asked to release images to PPHM for advertising purposes. The Events Coordinator, the photographer, and the event contact can work out details of the image usage.

**Sound and Music** INITIAL \_\_\_\_\_

- PPHM can accommodate live bands and deejays.
- Outside sound systems can be used by the rental party as long as it is delivered and removed within the time the facility is reserved, and it is operated by someone provided from the event party. Please be aware that PPHM does not provide any extension cords.

**Clean-Up and Maintenance** INITIAL \_\_\_\_\_

- Clean up should be done within the hours specified on the reservation form. If clean up goes beyond the agreed time or the facility is not returned to the condition prior to the rental, a fee of \$100 will be invoiced. All events must end by midnight including clean up.
- PPHM will provide trash receptacles for the event.
- Clean-up fees may apply.

**Parking** INITIAL \_\_\_\_\_

- Parking is available to the west, north and south of the museum.
- Guests who receive a University Police Department ticket for a parking zone violation within the facility reserved time can contact the Events Coordinator to get the ticket dismissed. If ticketed, guests who park in a handicapped spot must pay the fine.
- The north and south entrances of the museum are handicap accessible.

**Please Note** INITIAL \_\_\_\_\_

- Smoking is restricted to outside of the museum 15 feet away from the doors.
- Smokeless tobacco use is prohibited in the museum and on the museum property.
- Damage to museum property, vandalism, or theft are criminal offenses and will be reported to the authorities and charges will be filed against any guest(s).
- PPHM may be installing, moving, or changing exhibitions at any time. Although PPHM will try its utmost not to affect an event, this cannot be guaranteed.
- PPHM does not assume responsibility for guests' vehicles or personal property, whether remaining in the vehicle or the museum. Guests are accountable for all belongings before, during and after the event.
- All children must be accompanied and supervised by an adult at all times.
- Pets are not allowed in the building unless they are assisting individuals.