

Mathers Museum of World Cultures Facilities Use Contract and Guidelines

The Mathers Museum of World Cultures receives many requests to use the building for receptions, dinners, lectures, and other special events. We are happy to extend the use of our facility. We must also be concerned with the preservation of artifacts and exhibits, and maintaining a normal, daily operation for the public. If wish to reserve the Museum's public areas, you may do so by calling the Facilities Coordinator, Mr. Kelly Wherley, at 812 855-6873 to determine availability. In order to help us meet your needs, we are providing a list of Host/Representative Responsibilities as well as a checklist of information needed by the Museum. Please read and complete both documents.

Your Responsibilities as Host/Representative

1. A flat fee of \$500 will be charged for the use of the approved areas. This is for a four (4) hour event. This timeframe **includes** set-up and take-down. Should your event run longer, you will be charged an additional \$200 per hour in excess of four (4) hours.

- In order to hold your reservation, a deposit of \$100 must be submitted to the Business Office within 48 hours of your request.
- Full payment is due one week prior to the event. You will be billed for any additional charges immediately following the event, and those charges are payable upon receipt.

2. 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 removed from the Mathers Museum immediately after the event and the facility returned to its regular setting. This process must meet with the Facilities Coordinator's approval.

3. In addition to the rental fees, you will be charged for museum security staff. Each event will have no less than two museum staff members present during the event. The breakdown for number of security staff is as follows: Up to 50 attendees requires two staff members be present. Attendance over 50 will require three staff members. It is up to the discretion of the museum's Facilities Coordinator to determine if additional guards are necessary due to the nature of the event.

- First security guard (coordinator for the evening's event) will be paid at the rate of \$25 per hour. This fee is accessed from the time they must coordinate deliveries, etc. until locking the facility.
- All additional security staff will each be paid at the rate of \$15 per hour. This includes the time they devote to the event, which may include securing the facility at the conclusion of the event.
- The above security fees will be assessed prior to the event and must be included in the payment submitted one week prior to the event. Any additional fees for security guards will be billed immediately after the event occurs and will be payable upon receipt.

4. You will assume liability for (1) any and all damages to the Museum, exhibits, and artifacts, and for (2) any and all injuries to any person(s) that may occur as a result of their presence while attending the event. This refers, not only to the interior of the facility, but also includes the outside patios, porches, stairs, and any other areas connected to the building.

5. **The Mathers Museum of World Cultures is a rental facility only.** Therefore, it is your responsibility to obtain catering, tables, chairs, tablecloths, flowers, musicians, and other equipment (slide projectors, lecterns, and blackboards, etc.) with the approval of the Museum's Facilities Coordinator.

- If you or your organization must coordinate the deliveries or storage of items needed for this event, or wish to decorate or set up the area prior to the event, you will be charged an additional \$100 for these services. The above must be approved by the Facilities Coordinator.

6. Alcoholic beverages may NOT be served if your event is scheduled during normal visiting hours. (Tuesday through Friday 9 a.m. to 4:30 p.m. and Saturday and Sunday 1 to 4:30 p.m.)

7. If alcoholic beverages are served, you are responsible for obtaining all necessary permissions and assuring that minors will not be served. A copy of INDIANA UNIVERSITY'S policy relating to alcoholic beverages served on the premises is located at <http://www.indiana.edu/~riskmgmt/alcohol.html>. If you plan on serving alcohol, you must read and abide by these policies and guidelines.

8. Smoking is NOT permitted in the Museum nor within 30 feet of the facility.

9. You must keep the Museum's Facilities Coordinator, Mr. Kelly Wherley, 812 855-6873, informed of all details and any changes that may occur.

I have read the Facilities Use Contract and Guidelines as outlined by the Mathers Museum of World Cultures' staff, as well as reviewed the Guidelines and Policies Requirements for Service of Alcoholic Beverages on Indiana University premises. As Host/Representative for this event, I will abide by all the regulations set forth.

Name _____ Date _____

Organization _____

Address _____

Phone _____

E-Mail _____

Mathers Museum Staff _____ Date _____

Please make checks and/or money orders **payable to INDIANA UNIVERSITY**.

Deposit of \$100 Received _____

Payment of \$ _____ Received _____

Mathers Museum Event Checklist

This form must be completed and returned to
The Mathers Museum of World Cultures
601 E. 8th Street
Bloomington, IN 47408
812 855-6873

Name of Event _____

Coordinator of Event _____

Date of Event _____

This event will be catered by _____

They will arrive at ____ a.m. ____ p.m. Not Applicable ____

Alcohol will be served by (licensed bartender) _____

They will arrive at ____ a.m. ____ p.m. Not Applicable ____

Flowers/Centerpieces will be delivered by _____

They will arrive at ____ a.m. ____ p.m. Not Applicable ____

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

They will arrive at ____ a.m. ____ p.m. Not Applicable ____

Muscians consisting of # band members. The group's name is _____

They will arrive at ____ a.m. ____ p.m. Not Applicable ____

We will need to have access to the rental space one day prior to the event for delivery and/or decorating. We are aware that there will be a \$100 charge for this access. Yes____ No____

They will arrive at ____ a.m. ____ p.m. Not Applicable

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 Mathers Museum. I will notify both the Museum and the above contacts if we will be using the Museum's loading dock and elevator for this event.

Name _____ Date _____

\$100 Service Fee paid on _____

Please make your check or money order **payable to INDIANA UNIVERSITY.**

http://www.ehs.indiana.edu/Food_Protect/Food%20Policy--Final%204%2011-4-04_12.pdf

<http://www.indiana.edu/~riskmgmt/alcohol.htm>

IU's food service and alcohol policies can be found at the above links.