

REGULATIONS FOR SPECIAL EVENTS AT WILLIAM KING MUSEUM (WKM)
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Before signing the SPECIAL EVENTS CONTRACT, please read the following regulations carefully.

POLICY

- 1) The WKM Dir. Of Public Relations must review and approve in advance all special events to be held at the WKM.
- 2) The USER shall be in possession of the stated premises beginning at the time of taking occupancy and continuing until the USER vacates the premises. During the period of USER's control and possession, WKM shall not be liable for any injury or damages to any property or to any person, including USER, on or about the stated premises (nor for any injury or damage to any property of USER). USER agrees to indemnify and hold harmless WKM for any liability incurred by WKM because of action or inaction by the USER.

RESERVATION

- 3) A RESERVATION DOES NOT HOLD THE DATE INDEFINITELY: A deposit equal to 50% of the facility rental fee is required once the date has been reserved and the Special Events Contract is signed.

FEE SCHEDULE

- 4) The fee structure for facility usage will be in accordance with the going rate at the time the Special Events Contract is signed.
- 5) Additional fees, if any, will be determined at the time of contract depending on any extraordinary requirements that would affect normal operations.
- 6) A refundable rental deposit equal to 50% of the rental fee is due two (2) weeks after issue date of the contract (Ref "CHANGES/CANCELLATIONS").
- 7) A refundable \$300 security deposit is required and is due no later than thirty (30) days prior to the event. A separate check is to be provided which will be held and returned to the USER within three (3) working days after the event if no additional expenses for clean-up or property damage are incurred by WKM.
- 8) Final payment is due three (3) working days prior to the event.
- 9) Payments may be made by cash, personal check or VISA or MasterCard.

CHANGES/CANCELLATIONS

- 10) Cancellations must be received in writing (30) days before the scheduled event to qualify for refunding of the rental deposit. Rental deposit will not be returned for events cancelled after that time.
- 11) WKM must be notified of any changes immediately. If there are no changes made three working days in advance of the scheduled event, it will be assumed that there will indeed be no surprise changes made at the time of the event by either WKM or the USER.

INSURANCE

- 12) A CERTIFICATE OF INSURANCE evidencing the fact that the USER has public liability coverage in the amount equal to at least \$1,000,000 per occurrence must be provided. The USER agrees to name WKM as an additionally named insured (at no extra cost to WKM) under its policy of public liability insurance and to provide evidence of such coverage to WKM at least one week prior to the event.

- 13) USER assumes full responsibility for theft, loss or damage to any property and equipment brought to WKM's premises by USER, subcontractors, vendors and agents.

LOGISTICS APPROVAL

- 14) WKM must review and approve in advance all proposed logistical plans for special events, including but not limited to choice of caterer, rental company and valet parking service, as well as space configuration, circulation plan, seating arrangements, lighting, décor, entertainment and all set-up and delivery schedules.
- 15) WKM further reserves the right to reject any logistical plans that it deems to be hazardous or otherwise problematic to the safe and proper management of the premises.
- 16) Contracts with all vendors will be solely between USER and respective vendors. USER will ensure that all such vendors review and agree to comply with all requirements imposed by WKM.

SECURITY

- 17) WKM provided Security Guards who must be on premises from initial set-up time through completion of breakdown following the event.
- 18) Charges for security services and security requirements will be assessed on an individual basis.

MAINTENANCE

- 19) Clean up and removal of refuse from the special event is the responsibility of the USER and/or the USER's vendors. If extra help is needed, prior arrangements must be made through the Director of Public Relations and USER will be billed for special janitorial services performed by WKM's maintenance personnel (See also "CATERING").

RENTALS

- 20) Delivery and pick-up of USER's own equipment must be coordinated with WKM Director of Public Relations.

CATERING

- 21) WKM does not have an "in-house" catering service. The caterer you select must have an official, licensed business having liability and workers' compensation insurance coverage. We are pleased to make recommendations and necessarily reserve the right of final approval.
- 22) Caterer must provide a copy of its certification by the Health Department one week prior to the event.
- 23) BREAKDOWN must occur immediately after the event; all rental and décor items must be removed immediately following the event unless prior arrangements have been made with WKM.
- 24) USER will be responsible for ensuring that caterers clean up thoroughly before leaving the premises. This includes depositing all trash in the correct containers or carrying it away with them.
- 25) It is MANDATORY that all soiled linens and food service equipment, utensils, containers, dishes, etc. be removed from the building immediately following the event. No soiled food service related items are to remain in the building.

ALCOHOLIC BEVERAGES

- 26) USER is responsible for obtaining an ABC license and must provide to WKM one week prior to the event if any type of alcohol is served.

DÉCOR

- 27) All décor and signs must be freestanding. Signs on walls are not permitted.
- 28) Any plants brought in must be clean and free of pests.
- 29) All decorations must be approved by WKM's Director of Public Relations and meet all fire code regulations.

SMOKING, FOOD & BEVERAGE RESTRICTIONS

- 30) It is the USER's responsibility to advise guests and vendors of these policies:
 - a) WKM is a smoke-free facility; smoking is NOT permitted inside the facility.
 - b) Food and beverages are allowed only in areas designated in the rental agreement.
 - c) Red wine is PROHIBITED in all areas of WKM.

PRINTED MATERIAL AND PUBLICITY

- 31) The WKM Director of Public Relations must approve all invitations, posters, flyers or other publicity pertaining to the event, including press releases in advance of printing.
- 32) Use of the William King Museum name is permitted only to announce the location for the event. The USER may make no claim that WKM is in any way sponsoring the event. Any exceptions must be approved by WKM in writing.
- 33) The Director of Public Relations must approve signs on the outside of WKM.
- 34) Advance ticket sales, reservations and ticket sales at the door are the responsibility of the USER.

NOTE: FAILURE TO COMPLY WITH ANY OF THESE REGULATIONS COULD RESULT IN CANCELLATION BY WKM, THEREFORE CANCELLING THE EVENT. BY SIGNING THE "WILLIAM KING MUSEUM SPECIAL EVENTS CONTRACT" YOU ARE AGREEING TO ABIDE BY THESE REGULATIONS.