



## Rental Policies

The Bullock Texas State History Museum (Museum) is a dynamic educational institution that engages visitors in the exciting Story of Texas through a variety of program and exhibit experiences. The Museum provides a new kind of history experience — one that recognizes that Texas is unique because of its history.

We are pleased to offer rental of the Museum for Wedding Ceremonies/Receptions, Corporate Events, Bar & Bat Mitzvahs, Social Mixers, Luncheons, Holiday Parties and more. Please note that such activities may not interfere with the normal public operation of the Museum and are subject to the policies and procedures listed below, as well as those outlined in the Museum's Facility Rental Agreement. The Museum cannot be used for discriminatory practices and it reserves the right to refuse rental to individuals, organizations or events that discriminate on the basis of race, color, ethnicity, gender, age, religion or disability.

With the exception of the 3rd floor Austin Room, Classrooms and Boardroom events, the rental rate generally includes 1 hour of set-up time, 4 hours of event time, and 1 hour of move-out time. Event time may not begin until 6:30pm and must end by 12:00am. Set-up can be arranged, through the event staff, to begin as early as 3pm.

**The Museum has a preferred, in-house caterer – Rosemary's Catering.** Outside caterers are allowed, but they must be licensed, qualified and insured. Proof of the same must be received and approved by Rosemary's Catering. Use of an approved outside caterer is subject to a surcharge of 12% of the total cost of caterer-provided services and this fee will be paid directly to Rosemary's Catering. **Rosemary's Catering must provide all alcoholic beverage service. Freeman Audio Visual Solutions is the Museum's exclusive audio/visual contractor for any and all event sound, lighting and video requirements.**

A signed Agreement and deposit of one-half the Estimated Agreement Total are required to *confirm* your date. Cancellation of the event less than three months before the event date will result in a forfeit of the deposit.

### **Ten important steps to assist you in coordinating your Texas State History Museum event:**

1. Designate one person from your organization to be your Museum contact and decision-maker.
2. Contact the Special Events Office at (512) 463-6517 to check the availability of your requested date.
3. Reserve your tentative date in writing by fax or email.
4. Confirm the date with a signed Agreement and deposit of one-half the Estimated Agreement Total.
5. Contact the Museum's preferred, in-house caterer, Rosemary's Catering, for food and beverage arrangements.
6. Request A/V services and equipment through the Museum's exclusive contractor Freeman Audio Visual Solutions.
7. Verify all outside service vendors and arrangements are approved by the Museum.
8. Coordinate all deliveries and pick-ups so that they are made only on your contracted date(s) and time.
9. Confirm all finalized schedules and arrangements through the Museum's Special Events Office.
10. At least one pre-event walk-through to include client, Museum, and vendor representatives (caterer, AV, entertainer, florist, etc.) must be completed prior to the event.

## **Alcoholic Beverages**

The Museum's Texas Alcoholic Beverage Commission (TABC) permit for alcoholic beverage service is held by Rosemary's Catering. **All alcoholic beverage service must be handled by Rosemary's Catering, even if an outside caterer is used for food functions.** All TABC laws must be followed while on the premises. Any person under the age of 21 will not be served alcohol under any circumstances. Licensee is not permitted to bring alcohol. Alcohol-only events will not be permitted in the Museum. Rental events may not use donated alcohol in the Museum.

## **Animals**

With the exception of guide animals, animals are prohibited in the Museum.

## **Audio/Visual**

Licensees holding events requiring audio/visual set-up **must** contract with the exclusive audio/visual contractor Freeman Audio Visual Solutions at (512) 459-6094. All cords and cables must be visibly secured and approved for safety.

## **Balloons**

No helium balloons or other inflatable items that could rise to the ceiling are allowed in the Museum.

## **Banners/Hanging Items**

Event-related banners may be hung only with prior approval from the Museum and only by Museum personnel under the supervision of Museum Staff. Banners that cannot be hung safely and without causing damage to the Museum will not be approved.

## **Billing**

Full payment for rental space and minimum group packages is due, if applicable, at least 5 business days prior to the event. Any other charges incurred during the event will be billed to the Licensee. Payment will be due within 30 days of the invoice date. Checks may be made payable to the *Texas State History Museum*.

## **Cancellation**

Cancellation of the event less than three months before the contracted date will result in a forfeiture of any deposit monies. Events booked into the Museum within three months of the event date are not eligible for any refund of the deposit on cancellation.

## **Casino Functions**

Casino and other gaming functions may be allowed at the Museum if they comply with State of Texas statutes and regulations. Contact the Museum Special Events Office for more information and for written approval.

## **Catering**

Rosemary's Catering is the Museum's preferred caterer and must provide and serve any and all alcohol in the Museum. Rosemary's Catering can be reached at (512) 471-0789. Outside caterers are permitted through prior arrangement with Rosemary's Catering and with a signed Outside Caterer Agreement provided by the Museum. Use of an approved outside caterer is subject to a 12% surcharge to the Licensee of the total cost of caterer-provided services. This surcharge will be paid directly to Rosemary's Catering.

Events utilizing donated food are approved on an event by event basis and are still subject to the outside catering fee mentioned above. Food providers must provide the same insurance requirements as any other outside approved caterer.

## **Children**

Children must remain under the direct supervision of an adult at all times.

### **Clean-up**

Facility rental includes general trash removal at the end of the event. In the case of excessive trash, a clean-up fee will be added to the final bill. No items may be stored overnight. All left-over decorations and other items will be regarded as trash. Food and drink trash will be collected and removed by the caterer immediately at the close of the event.

### **Cooking**

No cooking or cooking stations are allowed in the Museum. Confirm arrangements with the caterer in advance, and contact the Museum Special Events Office for additional information.

### **Date Confirmation**

A signed Agreement and deposit of one-half the Estimated Agreement Total are required to confirm the event date. The Agreement and deposit are due no later than three months prior to the event date. For any event booked into the Museum within three months of the date of the event, a signed Agreement and non-refundable deposit are required immediately. Until a deposit and signed Agreement are received, the hold will be regarded as tentative.

### **Decorations**

Items such as glitter, confetti, cascarones, streamers, and helium balloons are not allowed in the Museum. Should these items find their way into the Museum, and should they or any other decorations necessitate clean-up, a fee equal to the amount of the clean-up, repair, or replacement or \$1,000, whichever is greater, will be added to the final bill. Fee will be determined by the on-site Museum Special Events Staff. The use of candles (only votive candles in a hurricane lamp and floating candles may be approved) requires pre-approval. Approval is given on a case-by-case basis from the Special Events Manager. No open-flame candles will be approved.

The use of tape, wire, staples, tacks, glue, and similar items is prohibited. Absolutely no items may be attached to Museum surfaces.

### **Decorator Services**

The Museum provides no decorator services (table skirts, backdrops, etc.). However, Rosemary's Catering can provide these items. Outside decorating companies may be used with prior approval/coordination with Museum Special Events Staff. No set-up/tear-down will be allowed during normal Museum hours without prior consent of Museum Special Events Staff. No seating or staging is permitted on the 1st Floor Rotunda Mural.

### **Delivery**

The Museum will not accept any freight or other delivered items on behalf of the Licensee. Items may not be delivered prior to the contracted event date.

### **Deposits**

A deposit of one-half of the Estimated Agreement Total is required at the time of contract. All deposit monies will be forfeited in the event of a cancellation less than three months from the event date, including events booked within three months of the date. The Estimated Agreement Total includes the space rental rate and exhibit/theater options, if applicable.

### **Equipment/Supplies**

The Museum can provide tables and chairs for Boardroom, Classroom, Cafe, and 3rd Floor Austin Room events only. A/V requirements should be arranged with the Museum's exclusive provider Freeman Audio Visual Solutions. Decorator and office needs (fax, copier, telephone) must be handled by the Licensee. For food service, table and chairs, bars, etc., contact Rosemary's Catering. The client or contractor must provide their own dollies, carts, etc., for loading and unloading. The Museum reserves the right to refuse unsafe dollies or carts in the Museum. Outside vendors must provide the required insurance certificate and vendor agreement, if applicable. (See *Insurance*.)

## **Event Information**

The Museum is not responsible for providing event information to the public. A telephone number for your organization should be included on all of your event literature and promotions.

## **Exhibit Areas**

Exhibits are not included in the facility rental rate. Exhibit areas may be included in Facility Rental Agreement for an additional charge. Absolutely no food or drink, outside equipment or decorations may be taken into exhibit areas. If exhibits are included in the Facility Rental Agreement, the Museum will provide staff to monitor exhibit entrances.

## **Fireworks**

The use of fireworks or any other incendiary item is not permitted in the Museum or on the outdoor Plaza. Hand held sparklers are ok on the plaza only and must be approved by special event staff prior to event.

## **Fundraisers**

All fundraising events must be by invitation only and have prior approval as such from the Museum. Fundraisers for political parties and political action committees are permitted; fundraisers for individual candidates are not allowed. The Museum reserves the right to refuse fundraisers for any group that discriminates on the basis of race, color, ethnicity, gender, age, religion, or disability. All media promotions or public notices for fundraising events must be approved by the Museum prior to release.

## **Insurance**

An original certificate of insurance (Acord 25-S) is required on all events at least sixty (60) days prior to occupancy and shall meet the following requirements: The insurance is waived for publicly-funded institutions and organizations.

Type		Amount
Workers Compensation		Statutory \$500,000/\$500,000/\$500,000
Commercial General (Public) Liability: Premises Operations                      Explosion, Collapse, Independent Contractors                      Underground Products/Completed Operations              Broad form property damage, Personal Injury                                      to include fire legal liability. Contractual Liability		Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence or its equivalent, with a \$2,000,000 General Aggregate.
Business Automobile Liability: Owned/Leased Vehicles                      Hired Vehicles Non-owned Vehicles		Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence or its equivalent.

The policy will require that the insurance company give the Museum at least thirty days advance written notice of any reduction or cancellation of the coverage during the term of the Agreement. The Bob Bullock Texas State History Museum, the State Preservation Board, and the State of Texas shall be named as additionally insured. The Licensee may not occupy the Museum without sufficient proof of coverage. Events contracted by individuals must supply all of the above requirements minus Workers' Compensation and Business Automobile Liability.

All caterers and rental equipment companies are required to provide a certificate of insurance to include the types and amounts of coverage as listed above.

## **Invitations**

Invitations for non-Museum sponsored events may not use the name of the Museum except as the designated location of the event. A Licensee may not use the name or likeness of the Museum to promote any event. The Museum must approve any invitation copy before its release.

## **Loading Dock**

The dock is primarily for Museum exhibit loading and unloading. Use of the loading dock, including storage of items on or near the loading dock, is restricted. Delivery schedules must be arranged in advance with Museum staff. The Museum does not provide dollies, carts, or other items for the loading and unloading of client or contractor equipment or supplies.

## **Media**

All event-related media promotions must be approved by the Museum. **Failure to comply with this policy may result in cancellation of the event.** Use of the Museum's name to promote, advertise, or sell tickets to an event (other than as the location of the event) is prohibited unless the event is expressly hosted or sponsored by the Museum or the Texas State History Museum Foundation. The Museum must review all promotional copy before its release. On-site media coverage of an event must be approved by the Museum in advance.

## **Messages**

The Museum is not responsible for taking messages for event attendees. A telephone number for your organization should be included on all of your event literature and promotions.

## **Music/Entertainment**

The band, disc jockey or other entertainment will be required to notify Museum Special Events Staff of their equipment type, electrical set-up, and requested delivery schedule in advance. The Museum will not provide equipment or any set-up of equipment for bands or DJs, such as microphones, electrical tape or stages. It is the responsibility of the band or DJ to use floor protection under their equipment during load-in, performance, and load-out. This floor protection must be pre-approved by the Museum. No sound checks can begin until 6:00 pm unless pre-approved by Museum Special Events Staff. All load-in and load-out must be done through the Museum loading dock unless other prior arrangements are made with Museum Special Events Staff.

The Museum reserves the right to prohibit any equipment needing more power than the standard electrical outlet provides or any equipment that the Museum believes is inappropriate.

## **Noise**

During normal Museum hours, it is the responsibility of the Licensee to maintain a noise level respectful of Museum visitors.

## **Overtime Policy**

An hourly charge of \$300.00 will be added to the final bill for every hour or portion thereof after the contracted end time of the event. (For example, a 7:00 pm move-in and 8:00 pm start time entails the event will conclude at 12 midnight with a move-out to end no later than 1:00 am. Should the event continue past midnight, a \$300 charge will be assessed.) Late-night events must conclude by midnight. One hour will be allowed for move-out.

## **Parking**

Limited parking is included in facility rental for events after normal business hours. During public hours, parking is not included in the rental fee and may be purchased at the rate of \$3 per vehicle.

## **Photography/Videography**

A list of all vendors, including photographers and videographers, must be forwarded to the Museum Special Event Office at least 2 weeks prior to the event. Photography and videography are strictly prohibited in the Museum's exhibit areas.

### **Posters/Signage**

Posters and signs are to be mounted on easels or other individual displays. They may not be affixed in any way to Museum surfaces.

### **Private Parties & Receptions**

Privately-given parties and receptions must contact the Museum Special Events Office for insurance requirements.

### **Security**

The Museum employs off-duty Department of Public Safety (DPS) officers to protect its property and visitors. The cost for one off-duty DPS officer is \$35 per hour and is to be paid by Licensee. If an event needs additional security, the number of additional officers will be determined at the Museum's discretion, and will be provided at the Licensee's expense, with advance notice to the Licensee upon determination. The Museum is not liable for any loss, theft, vandalism or other crime that occurs during Licensee's rental of the facility.

### **Smoking**

The use of tobacco products is not allowed in any part of the Museum. Ashtrays may be provided in outdoor rental spaces through prior arrangement with Museum Special Events Staff.

### **Tentative Holds**

A tentative 2-week hold may be placed by submitting a written request to the Museum Special Events Office indicating the date, time, nature of, and estimated attendance at the event. The hold must be confirmed with the deposit and signed Agreement no later than three months before the event date. If another party is interested in a tentative date, the current holder will have 2 full business days from contact to submit the deposit and signed Agreement; otherwise, the tentative hold will be released on the third business day.

### **Theaters**

The IMAX® Theatre is only available for rental on full buyout, or on an extra per person admission charge with facility rental through our Reservations department by calling (512) 936-4649.

The Texas Spirit Theater is available for rental either additionally with a lobby rental or for live performances that are approved by the Museum Special Events Office.

Packages including facility rental, exhibits access, IMAX® Theatre, and Texas Spirit Theater are also available through arrangement with the Museum Special Events Office.

### **Vendors**

All service vendors (outside caterer, decorator, music/entertainment, etc.) must be approved by the Museum at least two weeks in advance of the event date. Outside caterers and rental companies will be required to provide a certificate of insurance as well as a signed vendor form that is provided by the Special Events Office. (See *Equipment/Supplies; Insurance*.)

### **Wedding Ceremonies/Receptions**

The Museum is available for wedding ceremonies and receptions under standard rental policies. Rehearsal time is not included and, if desired, must be arranged separately, subject to availability and standard rental fees. Licensee is responsible for all ceremony arrangements, subject to rental policies. Bird seed, flower petals, and rice may be used outside only. Hand held sparklers are ok on the plaza only and must be approved by special event staff prior to event. (See *Decorations* and *Fireworks*.)