

IOWA STATE UNIVERSITY  
**University Museums**

**Christian Petersen Art Museum**  
**Facility Rental Contract**

**Name:**

**Event:**

**Company:**

**Event Date:**

**Address:**

**Event Time:**

**City, State, Zip:**

**Event Setup Time:**

**Phone Number:**

**Number of Participants:**

**Space Rental:**

The Christian Petersen Art Museum has two gallery spaces. Rental of these spaces does not include use of other rooms located within Morrill Hall. Additional rooms may be booked through the individual building occupants and/or classroom scheduling. The lower gallery space can accommodate 35-60 standing people depending on the exhibition and will require one guard. The first floor gallery can accommodate up to 250 standing people depending on the exhibition and has a sliding scale for needed guards (see fee section below). The Contractor may rent one or both gallery spaces for an event.

**Fee:**

The Contractor will be charged \$250 for the first two hours. Additional hours, including set-up and tear-down time will cost \$50 per hour. This \$250 charge will include the services of 1-2 guards depending on the rental of one or both gallery spaces. The Contractor will also be charged \$25 per item for equipment use. An additional \$20 per hour per security guard will be charged for large groups or restrictive exhibitions. Groups of 50 to 150 will require 1 additional guard, groups of 150 to 250 will require 2 additional guards. Groups larger than 250 will be reviewed by University Museums for security needs.

**Security:**

Professional museum standards must be met at all times, including the provision of adequate security for the works of art. Evening events and daytime receptions and/or meetings involving the consumption of food and/or a large number of attendees in the Christian Petersen Art Museum often requires additional

University Museums staff members to be present. Please note that Morrill Hall has some building food restrictions on carpeted areas.

**Food, Beverage, and Setup:**

The primary caterer for all food and beverage arrangement will be Iowa State Dining Services. Consideration should be made when selecting the food and/or beverages to be served at private, as well as public, events and receptions. Red wine, red sauces, fruit punch, and candles, open flame or sterno burners are prohibited within the Christian Petersen Art Museum. All menus must be pre-approved by University Museums. The type of exhibition and terms of loaned works of art must be taken into consideration, as well as the potential for stains or clean-up problems. The repair, replacement or art conservation expense for any property damage incurred by event participants during the Contractor's event, will be the responsibility of the Contractor.

Set-up arrangements will vary depending upon the size and type of event. Tables, chairs, and linen service for all catered events must be arranged through Iowa State Dining Service. If tables and chair are required for a non-catered event, arrangements can be made through University Museums or the Memorial Union, depending upon the group size and table and chair requirements.

**Cancellation policy:**

If you should cancel your event within three days of the event, you will be charged a \$250 cancellation fee, if within seven days a \$150 cancellation fee.

**Amendments:** Due to object and exhibition restrictions, the University Museums may request additional requirements for an event; this will be amended to this agreement.

**I, the undersigned, as an authorized agent of the represented group agree to abide by the policies of the Christian Petersen Art Museum, and all applicable Iowa State University and State Laws and regulations.**

Authorized Signature \_\_\_\_\_  
DATE \_\_\_\_/\_\_\_\_/\_\_\_\_