



# RENTAL POLICIES

Thank you for considering The Bullock Texas State History Museum, a division of the State Preservation Board, for your event. Your rental contributes to the educational programs of the Museum, and we are grateful for that support.

We reserve the right to refuse the Museum's use for any event that is inconsistent with the mission and/or responsibility as a state-funded institution. Because the Museum is a public building, we also work to eliminate disruption during normal Museum hours.

Please keep the following general policies in mind while planning your event, and contact our staff with any questions or concerns.

Detailed information begins on page 2.

- The rental rates include a four-hour event window between 6:00pm-12:00am and one additional hour of load-out time.
- Additional hours of event time may be arranged for an added cost.
- Events must conclude by midnight and the Museum cleared of guests no later than 15 minutes past contracted event end time.
- The standard event load in time is 3:00 p.m. Early load in requires pre-approval and may be arranged for an additional cost. Load in for daytime events will depend upon availability.
- Exhibition gallery access is not included in the base Museum rental rate, but may be available for an additional fee.
- The Museum must provide security services performed by the Texas Department of Public Safety (DPS), with one DPS trooper required per each 500 guests. Additional security personnel are required if the Lone Star Plaza is included in the rental.
- The State requires that the State Fire Marshal be present for all events with more than 1,000 guests. Additional hourly fees apply.
- A hold may be placed on the desired date temporarily, but a signed Museum Rental Agreement and deposit of one-half the Agreement Total are required to secure your date. If another party requests the same date, you will have two business days to sign the contract and pay the deposit or release the space.
- The balance payment for the remaining rental amount is due 30 days prior to the event date.

## ALCOHOLIC BEVERAGES

All alcoholic beverage service must be handled by Rosemary's Catering, which is the Museum's exclusive caterer, and in accordance with Texas Alcoholic Beverage Commission laws. Client is not permitted to bring alcohol on to the premises. Alcohol-only events will not be permitted in the Museum. Rental clients may not use donated alcohol.

## ANIMALS

Certified Service Animals, such as guide dogs in training or in current service, are permitted in the Museum.

Pets, companion animals, and service animals not in current service or not under supervised and directed training are not permitted within the Museum. With pre-approval, animals which are part of an exhibition, event, or professional seminar may be allowed.

Please discuss your needs with our Event Staff for approval and acknowledgement of our Live Animal Policy Form.

## AUDIO/VISUAL NEEDS

The Bullock Museum has several preferred providers for Audio/Visual services. Our staff can provide you with a list and contact information. Vendors not on the list require Museum approval before they can be contracted by the client.

During installation and the event, all cords and cables must be visibly secured and approved by Museum staff to ensure guest safety.

No sound checks may begin until the Museum closes at 5:00pm, unless pre-approved by Museum Event Staff.

During normal Museum hours, the Client and Vendors should maintain a noise level respectful of Museum visitors.

## BILLING

Full payment for rental space is due at least 30 days prior to the event; failure to pay within this time period may result in cancellation. Any additional charges incurred during the event will be billed to the Licensee. Payment will be due within 30 days of the invoice date.

Checks should be made payable to the Texas State History Museum.

## CANCELLATION

Cancellation of the event less than 90 days prior to the event date will result in a forfeiture of the deposit. Events contracted with the Museum within 90 days of the event date are not eligible for any refund of the deposit if the client cancels the event.

## CASINO FUNCTIONS

Casino and other gaming functions may be allowed at the Museum if they comply with State of Texas statutes and regulations as detailed in the rental agreement.

## CATERING

Rosemary's Catering is the Museum's exclusive caterer. Unless Rosemary's Catering declines or cannot provide a specific service, outside caterers are not allowed at the museum. All Caterers must meet with Event staff to review Museum's requirements prior to beginning work.

## CHILDREN WITH SUPERVISION

For the safety of everyone, children attending the event must remain under the direct supervision of an adult at all times.

## CLEAN-UP

Museum rental includes general trash removal at the end of the event. In the case of excessive trash or damage, requiring extra cleaning be required, a fee equal to the amount of the cleaning, repair, or replacement will be added to the final invoice. The fee will be determined by Museum Staff and be commensurate with work involved.

No items may be stored overnight. All left-over decorations and other items will be regarded as trash unless a pickup has been prearranged. Food and drink refuse will be collected and removed by the caterer immediately at the close of the event.

A custodial staffing fee of \$250.00 will be implemented for events with more than 1,000 guests. An additional staffing fee of \$150.00 will apply per every 500 guests over 1000.

## CONSTRUCTION

The Bullock Texas State History Museum is part of the State of Texas Capitol Complex where construction is underway. The Museum is not in charge of or managing this project, which is under the control of the Texas Facilities Commission.

Throughout the duration of the Capitol Complex Project, some streets around the Museum will be closed to through traffic. Access to the Museum's entrances and garage will remain open.

The best arrival route to the Museum is via Colorado Street and 18th, with parking in the Museum's garage off of 18th. Event Staff can supply up to date wayfinding maps to share with guests.

## DECOR

Prohibited items include: glitter, confetti, cascarones, stickers, streamers, adhesives, open flame and helium balloons.

Candles in votive holders or hurricane lamps may be used. No open flames are permitted. LED candles are encouraged.

No items may be attached to Museum surfaces including floors, windows and walls. The use of tape, wire, staples, tacks, glue, and similar items is prohibited.

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

Event-related banners may be hung only with prior approval from the Museum and only by Museum personnel under the supervision of Museum Special Events Staff. Banners that cannot be hung safely or that may cause damage to the Museum will not be approved.

The Museum reserves the right to refuse unsafe dollies or carts in the Museum.

No seating or staging is permitted on the 1st Floor Rotunda Mural and no stages are allowed on the Lone Star Plaza.

## DELIVERY

The Museum will not accept or store any freight or delivery on behalf of the Licensee. Items may not be delivered prior to the contracted event date or time frame.

## EXHIBITION GALLERIES

Access to the Museum's 44,000 square feet of exhibition galleries is not included in the base rental rate. For evening events, exhibition access may be included in the Museum Rental Agreement for an additional flat rate charge.

For daytime rental events, exhibition access may be included in the Museum Rental Agreement for a reduced rate of \$8.00 per person.

Absolutely no food, beverages, event equipment or decorations may be taken into exhibition galleries.

## FIREWORKS

The use of fireworks or any other incendiary item is not permitted in the Museum or on the Lone Star Plaza. Hand held sparklers may be used on the Plaza if approved by Event Staff prior to the event. Client is responsible for cleanup of sparklers and any resulting damage or injury caused by use of sparklers.

## FUNDRAISERS

All fundraising events must be by the client's invitation only and have prior approval from Museum Administration. Political fundraisers are not allowed, nor are events for candidates running for office. All media promotions or public notices for fundraising events must be approved by the Museum at least 48 hours prior to release.

## FURNITURE

Client is responsible for procuring all needed equipment and necessary services, including but not limited to easels, flipcharts, and office supplies and equipment. Tables and chairs for catered functions will be handled by the caterer of the Event. The Museum may provide a limited number of tables and chairs for Classrooms, Boardroom, and Story of Texas Cafe only.

## INVITATIONS AND MARKETING

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 at least three business days before its release.

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

Clients may not use the name or likeness of the Museum to promote any event without prior authorization. Invitations for Non-Museum sponsored events may not use the name of the Museum except as the designated location of the event. The Museum's logo is not available for use. Permission must be obtained for use of pre-approved Museum images.

On-site media coverage of an event must be approved by the Museum at least three business days before the event.

## INSURANCE

A certificate of insurance as outlined in the contract is required for all events at least 30 days prior to the event date and shall meet the following requirements:

- The Bullock Texas State History Museum and the State Preservation Board shall be named as additional insureds.
- The policy will require that the insurance company give the Museum at least 30 days advance written notice of any reduction or cancellation of the coverage during the term of the Agreement and include a waiver of subrogation endorsement in favor of the Bullock Texas State History Museum.
- The Client may not occupy the Museum without sufficient proof of coverage.

University of Texas, State and Government agency clients, please contact Museum Event staff for further information.

## LOAD IN AND LOAD OUT

Standard event load in time is 3:00 p.m. Access prior to 3:00pm requires pre-approval and is available for \$500 per hour.

Load in for daytime events will depend upon availability and must be arranged in advance with Event staff. Delivery schedules, use of loading zone,

loading dock and freight elevator must be arranged in advance with Event staff.

The Museum does not provide dollies, carts, or other items for the loading or unloading of client or contractor equipment or supplies.

One hour is allotted for event tear down and load out; please plan and staff accordingly.

## LOST AND FOUND

Personal items found during cleanup will be turned in to the Museum's Visitor Services department and may be picked up at the Ticketing Counter during business hours, up to 60 days after the event. Items left longer than 60 days will be considered abandoned property and the Museum reserves the right to dispose of said items per State of Texas regulations.

## NONPROFIT AND GOVERNMENT AGENCIES DISCOUNT

A 20% discount on rental spaces is available to IRS-approved nonprofit organizations and government agencies that book Sunday through Thursday. The discount does not apply to Security coverage, parking, Fire Marshal or Custodial staffing fees.

## OVERTIME POLICY

All guests must be clear of the Museum 15 minutes after the contracted event end time to avoid overtime charges to the Client.

The one hour move-out time is not included in determining whether the event has extended past the contracted event end time. Client will be responsible for paying \$750.00 for every hour or portion thereof that the event extends past the contracted event end time.

## PARKING

Parking is subject to availability and garage capacity of 400 vehicles.

Daytime parking for event attendees is available in the Museum garage at the daily rate posted at the garage entrance and on the website.

Complimentary parking is available after 5:00 p.m.

Parking accommodations for oversized vehicles must be made at least five business days advance with Event Staff. Due to space limitations, not all requests may be able to be accommodated.

## SECURITY AND SAFETY

Museum Event staff is responsible for determining the amount of Security staffing necessary for each event and will arrange and schedule staff. All fees for Security staffing and Fire Marshal are the responsibility of the client.

The Bullock Museum requires events to have security provided by the Texas Department of Public Safety State Troopers, with a requirement of one DPS trooper per 500 guests.

The State of Texas requires the State Fire Marshal to be on-site during events with more than 1,000 guests.

Guest Count	Security Personnel
1-500	1 Trooper
501-1,000	2 Troopers
1,001-1,500	3 Troopers + Fire Marshal
1,501-2,000	4 Troopers + Fire Marshal

Additional security personnel are required if the Lone Star Plaza is included in the rental.

The Museum is not liable for any loss, theft, vandalism or other crime that occurs during Licensee's rental of the facility. The Museum's comprehensive emergency evacuation procedures are available upon request.

## SMOKING

By law, the use of tobacco products or vaping is not allowed inside any part of the Museum, or within 15 feet of entrances. Ash receptacles are available in designated locations on the Lone Star Plaza.

## THEATERS

The Texas Spirit Theater and IMAX are available for rent alone or in conjunction with the rental of other event spaces. Daytime availability is subject to approval due to the normal theater operations schedule.

For evening events, standard access time to the theaters is 4:30pm. Please inquire for rates and availability.

## VENDORS

All service providers (florist, photographers, decorator, music/entertainment, etc.) must be approved by the Museum at least 14 business days in advance of the event date. Vendors that are new to the Museum or that have not worked in the Museum in the last calendar year must arrange for a pre-event site visit with Event Staff.

Vendors are required to notify Event Staff of their equipment type, electrical set-up needs, and requested delivery schedule at least seven business days in advance.

All load-in and load-out must be coordinated through prior arrangements that are made with Museum Special Events Staff. The Museum will not provide any equipment or set-up of vendor equipment. It is the responsibility of the vendor to use appropriate floor protection at all times. 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 for the site.

Parking accommodations for oversized vehicles must be made at least five business days in advance with Event Staff.

All vendors are required to review and sign the Museum's vendor policy document prior to each event.

## WEDDINGS

A one-hour ceremony rehearsal is included in the rental rate and must be pre-arranged with event staff. The Museum is not equipped to provide wedding coordination services. The Client is not required to have full service or day-of coordinators, but they are encouraged.