



GRAMMY Museum® Mississippi Facility Rental Policies and Regulations

- **ACCESSIBILITY:** GRAMMY Museum Mississippi has complete accessibility for people with disabilities. There is a ramp available at the east side of the museum, along with ADA compliancy throughout the entire museum and restrooms. Any special accommodations should be addressed prior to reserving the space for an event.
- **AIR CONDITIONING:** Existing conditions for the Museum's heating, cooling, and humidity must remain unchanged, except by a member of the GMM staff for the safety of Museum artifacts.
- **ANIMALS:** Animals other than service animals are prohibited in the Museum.
- **ARTIFACTS:** Artifacts may not be touched by anyone at any time. Artifacts placed in the Lobby cannot be moved at any time to accommodate specific floor plans. No artifacts may be covered or censored in any way. Also, see **Photography**.
- **AUDIO-VISUAL EQUIPMENT:** An audio-visual package is available for an additional fee that is not included in space rental rates, and includes a podium, mic, PA system, and projector/screen. Licensee or hired Entertainment are allowed to bring their own AV equipment.
- **BAGS/CONTAINERS:** GMM reserves the right to not allow patrons to enter the Museum with handbags, backpacks, tote bags, containers, or boxes during the event. Items that are not allowed will be checked with Museum security. Containers that are allowed to enter the Museum may be checked by security when entering and exiting the building.
- **DECORATIONS/EQUIPMENT:** Extreme care must be exercised to protect the artifacts and exhibits. No unauthorized equipment may be brought into the Museum or onto Museum grounds. All equipment (pianos, meeting materials, signs, etc.) and décor must be approved by GMM staff. **Décor and equipment must be approved by GMM Staff and must not diminish the look and design within the Museum. Decorations and supplies may only be solid, print, or generic colors and designs, and may not be artist specific in any way (no artist names or images may be used).** Décor/Equipment must not necessitate the moving of artifacts or their appearance, and must remain at least three (3) feet from any artifact and (2) feet from wall or cabinetry. Décor/equipment must not be leaned against walls and are not permitted in exhibits at any time. Nails and staples may not be used on floors, walls, or surfaces. Tape may only be used on floors over extension cords to negate tripping hazards. Tape may not be used on walls or any other museum surfaces. No open flames, and therefore any kind of candle or votive, may be used on Museum property. All decorations and signs must be freestanding or limited to tabletops. For Wedding Receptions only birdseed and rose petals may be used to throw in outside areas off of the porch only. All décor and/or equipment must be removed by a time and date previously agreed upon in writing.
- **DELIVERIES:** Deliveries must be coordinated with the Museum prior to delivery. Museum staff is not responsible for assisting with loading, lifting, carrying or placing personal equipment. GMM staff will be responsible for assisting with loading, lifting, carrying, or placing any deliveries scheduled by GMM staff for the event.
- **DEPOSIT:** A Deposit is due immediately, along with the Private Event License Agreement, in order to reserve the date/time of the event. The Deposit is 50% of the Facility Fees associated with the event.
- **DOORS:** Due to the threat of insect infestation and climate/humidity factors that could damage the artifacts, propping doors in the open position or running cords or wire through a doorway is strictly prohibited.
- **DRESS CODE:** All guests, including children, must wear shirts and shoes at all times.
- **ENTERTAINMENT:** All entertainment requests such as DJs, live musicians, films, or other activities that are forms of entertainment must be approved by GMM staff. DJs and musicians must be booked and approved by GMM staff.
- **EXCESS TIME:** Licensor must vacate the premises within 1 hour of the event's end time. After this time a premium of the total hourly rate, in excess of the agreed upon length of rental, will be charged unless a special, written provision is previously agreed upon. Museum event hours are from 7AM-12AM. If an event runs past 12AM (Midnight), a premium of double the total hourly rate will be charged for each hour of the event that runs past 12AM.



- **EXHIBITS:** Exhibits are included with every event at an additional flat rate. Food and beverages are not permitted in the exhibits at any time. The Museum reserves the right to close the exhibits at any time during an event. At no time may anyone handle any artifacts. If at any time during an event guests are found to be leaning on, moving, or touching artifacts, GMM reserves the right to expel attendees and/or shut down the event with no refund provided.
- **FOOD/ALCOHOL:** Food brought onto Museum premises, with the exception of cakes and candies (for example birthday and wedding cakes), must be supplied by authorized vendors. All alcohol served on the premises may only be served by the authorized liquor caterer. No outside people or vendors will be allowed to supply or serve alcohol on the premises without express written consent of GMM. The licensor and guests shall comply with and abide by the laws of the United States and State of Mississippi, all State and Federal Boards and Bureaus, and any ordinances of the City of Cleveland, Mississippi, the Fire Department, Board of Health, and the Museum. Any violation will result in immediate contact of the proper authorities and/or cancellation of the event.
- **FUNDRAISERS:** Fundraisers, whether commercial, political, religious, or other fundraising activities are permitted on Museum property as long as GMM is listed as venue only along with physical address (see **Invitations/Printed Material**). In no circumstance, may GMM be listed as a sponsor or partner, or as host. Any violation may result in immediate cancellation, with no refund provided.
- **GIFT SHOP:** The GMM Gift Shop is a Museum area that is not included with GMM Rental Rates, but can remain open at an additional fee. Please notify GMM Staff if you wish for the Gift Shop to remain open and available for your guests.
- **INSURANCE:** Commercial General Liability Insurance is required at Licensee's expense for all Facility Rentals. See Page 5 of Private Event License Agreement.
- **INVITATIONS/PRINTED MATERIAL:** The words "GRAMMY Museum® Mississippi" must be used to describe the location of your event only. It must not appear that the Museum is sponsoring the event. No artifacts from the Museum's exhibits or the Museum's logo are to be used/mentioned or duplicated (Gramophone) in print or electronic media without prior consent of the Museum. Events may not be artist themed by image or name, and may not be based on a museum exhibit. GMM must approve all printed and digital material associated with the facility rental before they are produced.
- **LEGAL DRINKING AGE:** The legal drinking age in the State of Mississippi is 21 years of age. No person under the age of 21 will be served alcohol or be allowed to consume alcohol. Any person under the age of 21 who is caught consuming alcohol on premises will be immediately expelled. GMM reserves the right to shut down any event if it is determined that persons under 21 years of age are being served alcohol because of fake identification or that adults 21 or over are giving alcohol purchased to persons under 21. In such case, no refund will be given.
- **LIGHTING:** The lighting of the Museum is not to be disturbed. Any alterations or additions to indoor or outdoor lighting must be approved by Museum staff.
- **MUSIC:** Music may be provided in the form of DJs, live musicians, or playlists that are submitted to GMM staff to play through Museum music system. See also Entertainment.
- **OBSTRUCTIONS:** All exits, stairways, hallways, and the entrance to the lobby must remain free of obstructions. The Cleveland Fire Department and GMM staff retain the final word on obstructions.
- **OUTDOOR EQUIPMENT AND DÉCOR:** Equipment and décor must remain on the GMM Front Porch if Porch is rented. Equipment and décor must remain off the sidewalk if event is held on the lawn. Guests are asked to stay in the vicinity of their rented space.
- **PARKING:** GMM offers free and convenient parking on Museum property. Additional parking is available on the DSU campus nearby in front of Kent Wyatt Hall during evening events.
- **PHOTOGRAPHY:** Photos may be taken in front of the Gramophone at the entrance to the exhibits, on the Dance Floor, and in the Roland Room. All other photography in the exhibits is strictly prohibited. Photos may be taken in the Lobby and Porch areas however, we ask that they not include any GMM logos. For-profit photography is prohibited at all times with no exceptions.
- **PRIVATE EVENT LICENSE AGREEMENT:** The GMM Private Event License Agreement must be signed and submitted along with the deposit, in order to reserve the date/time of your event.
- **RESTROOMS:** Restrooms, as well as a Family Restroom, are available down the west Hallway and are compliant with all ADA standards.
- **SECURITY, FIRE WATCH, & CPD:** Security officers will be hired at an additional fee for Facility Rentals that the Museum deems necessary. Fire watch, and CPD (if applicable) are provided for the public safety of the licensee guests as well as the safety of the Museum if needed. Failure to comply with orders of a security guard, fire watch, and/or CPD may result in immediate ejection of the licensee and guests. Licensee is responsible for the conduct of his/her guests while on premises.



The licensee and guests shall comply with and abide by the laws of the United States and State of Mississippi, and all State and Federal Boards and Bureaus, the Ordinances of the City of Cleveland, the Fire Department, Board of Health, and the Museum. Any violation will result in immediate contact of the proper authorities and/or cancellation of the event.

- **SET UP/BREAKDOWN:** Setup for an event held in the Museum Lobby may begin at 3:00 p.m. the day of the event. Setup for an event held on the Porch may begin at 8:00 a.m., unless with prior written arrangement otherwise. Guests must vacate the premises and leave the facility in appropriate condition no later than (1) hour after the event's end time. All property must be removed by a time and date previously agreed upon in writing. Failure to comply with these conditions will result in additional charges (see **Excess Time**).
- **SIGNAGE:** Signage, including outdoor signage, may be placed on tables or easels only. Signage may not be attached to the walls at any time. The Museum does not allow any signage or décor to be affixed to any interior or exterior surface of the Museum without explicit permission of GMM. Banners, flags, or blimps are prohibited without explicit permission of GMM.

I have read and understand all Policies and Regulations. I understand that any Policies and Regulations that are not followed may result in additional fees, a non-refundable deposit, and/or immediate cancellation or termination of an event.

Printed Name

Signature

Date