



# Event Agreement

All information should be completed and returned one month prior to the event. UMMA may cancel the event if the organization fails to provide notice of any changes two weeks prior to the event.

### Contact Information

Host Organization: \_\_\_\_\_  
 Contact Person(s): \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

### Event Information

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Type of Event: Reception \_\_\_\_\_ Reception & Meal: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Estimated Attendance: \_\_\_\_\_  
 Caterer: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
 Bartender: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
 Music: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
 Other: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

**Rate:** (Non-profit groups: 20% discount)

#### MUSEUM rental *after* operating hours (5 pm)

- Includes galleries, lobby, multipurpose room
- Reception with 100 people or less for up to three hours, plus one hour set up/breakdown time: \$350.00. Each additional hour is \$100.00.

#### MULTIPURPOSE ROOM rental *during* operating hours (9am - 5pm)

- \$100 (up to two hours) includes 20 minute tour

#### MULTIPURPOSE ROOM rental *during* operating hours (9am - 5pm)

- \$35 per hour

#### MULTIPURPOSE ROOM rental *after* operating hours (5pm)

- \$75 per hour includes 20 minute tour:

**TOTAL:** \_\_\_\_\_ Please make payment payable to the University of Maine Museum of Art

### Authorization:

Lessee Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 UMMA Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

The organization shall indemnify and hold harmless UMMA, its officers, agents, and employees from and against all claims, damages, losses, and expenses arising out of, or resulting from, the performance of this Agreement, including but not limited to personal injury, death, or property damage, to the extent that any such claim damage, loss or expense is caused in whole or part by the negligent, reckless or intentional act or omission by the organizer, any guest of or participant in the event, or any other person for whose acts the organizer may be liable. The organizer may wish to consider acquiring commercial general liability insurance in an amount necessary to protect itself from any claims arising from activities during the event.

## Terms and Conditions of Use

Any event held at the University of Maine Museum of Art (UMMA) must be conducted in accordance with the following policies, procedures, and terms. Please keep the following pages for your records.

The museum's facilities are available Monday through Saturday after 5:00 p.m. All events must end by 10:00 p.m. unless otherwise agreed upon by prior arrangement.

### Fees and Charges

The UMMA is available for receptions with 100 people or less at a flat rate of \$350.

The fee includes:

- UMMA facility for up to three hours, plus one hour set up/breakdown time. Each additional hour is \$100.00
- UMMA event coordinator fee (including set-up, event and cleanup time)
- General Security
- Two 30" x 96" tables (linens not included)
- Five highboy cocktail tables
- Coat rack

Available for rent:

- Four circular tables (seats eight) - \$8.00 per table
- Four 30 x 96" tables - \$8.00 per table
- Black linens (fit circular and rectangular tables) - \$ 9.00 per linen
- Two 10 x 10' gazebo style tents - \$35.00 per tent
- Thirty two (32) red plastic chairs - \$20.00
- Seventy five (75) upholstered chairs - \$30.00
- Podium - \$20.00

### Additional Charges

A \$175.00 security/cleaning deposit is required in addition to the rental fee. This security/cleaning deposit will be held and returned within 10 business days if there is no damage to the facility (as deemed by the museum staff) and/or extensive clean up required (e.g. spills on the carpet requiring professional cleaning, scuffs on walls requiring repainting, etc).

### General Policies

1. Non-University-affiliated events are considered on a case by case basis.
2. All events are expected to harmonize with the character and mission of the UMMA. Events may not create any hazard or impose any undue hardship on UMMA and its collections, facilities, staff, or visitors. Events must conform to established regulations and not interfere with UMMA functions. UMMA reserves the right to refuse any organization not complying with these guidelines.
3. Any organization seeking use of UMMA for events involving admission charges or fundraising must be qualified as a not-for-profit, tax-exempt organization.
4. The sponsoring organization will be responsible for all costs associated with or resulting from the event.

5. No smoking is allowed in the museum or the outside sculpture garden.
6. The signed event agreement and a 25% non-refundable deposit must be received at least one month prior to the event. The remainder of the rental fee is due by the day of the event.
7. The organization will provide the UMMA event coordinator with a guaranteed maximum guest count three days prior to the event.
8. All deliveries must be approved by the UMMA event coordinator prior to the event. UMMA reserves the right to refuse any delivery items that might prove detrimental to its facilities or collections.
9. The maximum number of people allowed is determined by the nature of the event.

*Hors d'oeuvre Reception.* Maximum 120. This total includes event organizers, guests, photographers, musicians, employees of the caterer/bartender, etc.

*Formal Reception/Sit-down Dinner.* Maximum 32 seated guests. This total does not include event organizers, guests, photographers, musicians, employees of the caterer/bartender, etc.

### **Event Coverage**

1. The UMMA event coordinator will work closely with the organizer to ensure that the event proceeds smoothly and efficiently. The UMMA event coordinator and a member of the museum staff is required to be present for the duration of the event to manage the setup, activities and take down/clean up.
2. The organization must also designate a representative who will remain on the premises throughout the event.
3. A supervisor from the catering firm must remain on the premises throughout the event, including during set up and breakdown.

### **Catering**

1. Any caterer or bartender must be licensed and meet with the approval of UMMA.
2. Organizations are not allowed to prepare their own food or serve their own alcohol.
3. The caterer will provide all personnel, materials and supplies required for the preparation and service of food and beverages. (Tablecloths, utensils, additional tables and/or chairs, etc.)
4. The caterer is responsible for all actions of its staff. All reasonable requests from museum staff at the event must be complied with at once.
5. The caterer will provide information on any rental that will be delivered separately.
6. All food and drink must be served from the classroom area.
7. No food or drink is allowed in the galleries.
8. Bars and food stations must be closed fifteen minutes prior to the official event end time.
9. Caterers are responsible for cleaning up all work areas prior to leaving the UMMA. Dirty dishes must be removed from the building immediately following the event.

## **Alcohol**

1. UMMA will allow alcohol only if provided and served by a licensed caterer or bartender.
2. The organization assumes all liability for any incidents resulting from the serving of alcohol.
3. No alcoholic beverage may be served to anyone under the age of 21.

## **Decorations and Rentals**

1. All decorations and rental items must be approved by the UMMA event coordinator. The organization is responsible for decoration setup and takedown. The coordinator will be on site to oversee decorating.
2. Nothing may be affixed to or leaned against the walls, doors or door frames. No object or person should come within 18" of the art. No tape, nails or staples may be used for hanging items on walls. In addition, no glitter or confetti may be used in the museum.
3. All rental items must be picked up the next working day following the event.

## **Planning and Setup**

1. The event organizer must arrange for setup and takedown at least two weeks prior to the event. Setup must not interfere with UMMA activities.
2. UMMA requires that a layout/floor plan be submitted for approval at least two weeks prior to the event.
3. It is recommended to finalize arrangements that a walk-through by the caterer, event organization representative, and setup people, accompanied by the UMMA event coordinator, occur at least one week before the event.
4. All deliveries must be made via the main building entrance on the Harlow Street side. An elevator is available to bring items into the museum.
5. Setup may begin no earlier than 5:00 p.m. for evening events, unless special arrangements are made.

## **Greeters**

In addition to setup personnel, it is recommended that the organization holding the event provide a greeter for guests.

## **Invitations and Printed Materials**

1. The content of printed materials relating to the event, including invitation copy, programs, and any promotional materials, must be submitted to UMMA for review and approval before being printed.
2. No representation should be made or implied that UMMA is a sponsor of or a partner in the event.

## Housekeeping

1. The organization or, at their option the caterer or contractor, is responsible for thorough clean-up including tables, chairs and removal of all decorations and trash.
2. Following the event but prior to departure, the caterer, event representative and UMMA event coordinator will walk through the event areas to ensure facilities have been returned to their original state. If not, the security fee will not be returned.

## Parking

UMMA has limited on-site parking. Additional parking is available on the street and in the parking lot located on Harlow Street across from the Public Library.

## Photography

Photography is limited to areas designated for eating and drinking. Permission must be requested to photograph in the galleries.

## Electrical Needs

1. A PA system is not provided but outlets are located throughout the museum.
2. If there will be media coverage of the event, UMMA is not responsible for any difficulty in the setup or making of connections. Filming of traveling exhibits is not permitted.

## Billing

1. Methods of Payment:

- Please make checks payable to:

University of Maine Museum of Art  
40 Harlow Street  
Bangor, ME 04401-5102

- If paying with a credit card please call the Museum Office.
- If paying by a transfer of funds from a University account, please submit an IDO.

## Cancellations

Cancellations must be made well in advance of the event date. UMMA will not return the 25% non-refundable deposit. If an event is cancelled or altered with less than two week's notice, then 100% of the rental fee will be billed to the event organization.