

RESERVATION FORM

Revised 09/15/10

FEES: College related rental fee is \$200 Non-William and Mary fee is \$500 plus \$5 per person. Security charges are \$35.00 per hour/per guard. Extra fees may be charged for use of any Museum equipment or services. A minimum housekeeping fee of \$120 is imposed for events held on Friday and Saturday evenings.

All reservations and arrangements for use of the facilities at Muscarelle Museum of Art must be made through Ursula McLaughlin, Special Events Coordinator at the Museum. No reservation is confirmed until this form is completed and approval is given by the Director of the Muscarelle Museum of Art. Cancellation must be in writing no later than twenty-four hours before scheduled event. Any questions should be directed to Ursula McLaughlin at 221-2707.

Authorized agent/contact: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Name of organization: _____

Address (if different from above): _____

Phone: _____ Fax: _____ Email: _____

Type of event: _____

Requested date(s): _____

Time of event: _____

Set up time: _____ Breakdown time: _____

Approximate number of people attending: _____

Parking permits needed: _____ (Note: Parking permits may be picked up at the security desk and are required for weekday events but are not required after 5 PM on Friday or for weekend events. Metered parking is enforced at all times.)

Set up arrangement must be made through William & Mary Facilities Management or by a designee from your department. For non W&M events, contact Williamsburg Event Rentals, 565-0982, for needs (tables, chairs, linens, etc.) not provided by your caterer. The event caterer should contact Ursula McLaughlin to discuss other needs.

Reservations are contingent upon the acceptance of the terms and conditions on the reverse side of this form by the contact person and the group. No reservation will be confirmed without the original authorization signature of the agent responsible for the event.

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TERMS AND CONDITIONS FOR GROUPS REQUESTING USE OF THE MUSEUM:

Please provide a copy of the Terms and Conditions to your caterer.

Security must be present during the function to insure the safety of the Museum’s contents, building and visitors. Guard staff will be stipulated and scheduled by the Museum.

Under no circumstances may anyone enter a secure area of the Museum without being accompanied by security or member of the Museum staff.

Museum staff must approve and supervise the moving and set-up of furnishings in the galleries. The event planner should be at the Museum for set-up and provide a diagram for the Museum representative.

Plants are prohibited in the Museum. Flower arrangements are permitted.

No running, no playing, no touching of art objects will be allowed in the Museum. Smoking is prohibited throughout the Museum.

For non-William and Mary events, a deposit of 50% of the estimated total cost will be required two weeks in advance of the event in order to confirm the reservation.

The authorized agent for the event assumes liability for any damage to art or Museum property as a result of action caused by the authorized agent’s guests or personnel. The authorized agent or his or her designee must be in attendance throughout the event.

The Museum must approve all catering arrangements. The Museum DOES NOT ALLOW the use of candles, sterno or any other open flame. Heat-producing appliances must be approved by the Museum. Red wine is prohibited in the Galleries. All Champagne bottles must be uncorked in the back room.

CLEAN UP IS THE RESPONSIBILITY OF THE AUTHORIZED AGENT. All rental items must be picked up immediately after the event or the authorized agent or designee may store items in the receiving area of the loading dock, if space is available. All food items, garbage, and bottles must be disposed of in the dumpster across from the Museum’s loading dock or removed from the Museum’s premises the night of the event. FAILURE TO COMPLY WITH THE CLEAN UP POLICY WILL RESULT IN AN ADDITIONAL \$100 MAINTENANCE CHARGE.

I HAVE READ AND WILL ABIDE BY THESE TERMS AND CONDITIONS.

Authorized agent’s signature: _____ Date: _____

Return the completed form to the Muscarelle Museum of Art. Please note the reservation form must contain an original signature A copy of this form will be faxed to you once approved by the Museum Director.

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FOR MUSCARELLE MUSEUM OF ART OFFICE USE ONLY

Approved: _____ Date: _____
Special Events Coordinator

Approved: _____ Date: _____
Director of Muscarelle Museum of Art

Noted on Museum Calendar _____ Date: _____