

LAGUNA ART MUSEUM

307 Cliff Drive, Laguna Beach, CA 92651

FACILITY RENTAL CONTRACT

Laguna Art Museum's policy for special events has been designed to increase community awareness of the cultural resources it provides by encouraging greater use of the Museum. The special events requirements and fee structure have been developed with careful consideration of the impact such events will have on the Museum's facilities. All special events at the Museum must be organized and designed so that the irreplaceable works of art are not endangered in any way and so that the current Museum exhibitions are neither moved nor altered in any way.

Requirements and Fee Structure

The Museum facilities are available for rental at the following rates.

Rental fee (up to six hours)*	\$2,500
Rental fee for Conference Room (up to 6 hrs.; then \$100/hr.)	\$500
Refundable security and damage deposit (or \$500 for Conference Room)	\$1,000

*An additional fee of \$500 per hour will be charged for each hour or portion thereof beyond the contracted six hours. Setup and cleanup times are to be part of the six hour allocation and subject to the hourly overage charges.

The Museum will also charge the renter for extraordinary services (such as changes in lighting, extra security, etc.) provided by the Museum Staff at the renter's request. These requests must be made as part of the event design process and be priced and approved by the Director of Operations at least ten (10) days in advance of the event.

Special events rental fees cannot be considered a tax-deductible contribution to the Museum.

Security Deposit

The \$1000.00 security deposit is to be paid at the time the attached Acknowledgment is signed, customarily within ten (10) days of reserving a date, but no later than sixty (60) days prior to the event. **This deposit is refundable within thirty (30) days of said event's conclusion if and only if the Museum is left clean and in good condition, and there has been no damage, time overages, and/or extraordinary services.** The Museum reserves the right to deduct the cost of cleaning and/or repairs and overtime charges from the security deposit.

Availability

Special events may only be scheduled **outside** of the regular 11.a.m. to 5 p.m. Museum operating hours. Event setup may begin no earlier than 4:30 p.m. Smaller events may take place during regular public hours insofar as they do not prevent regular Museum guests from enjoying the exhibitions.

The Museum can accommodate 120 guests at a stand-up cocktail reception or buffet and 80 at a seated dinner event. In addition, program seating space for approximately 125 may be available on an exhibition-specific basis. Our Conference Room can accommodate 30 people.

Rental of the facilities as a commercial filming location will be considered on a case-by-case basis and will be subject to a different fee schedule with additional rules and regulations.

Docent tours of the current exhibitions and permanent collection are available upon request at no charge.

Reservations, Payment and Cancellation

A reservation will be confirmed once this contract is executed by the renter, counter- signed by the Special Events Coordinator and Director of Operations, and the Security and Damage Deposit of \$1000 is paid. Every renter must schedule a "walk through" of the facilities with the Special Events Coordinator and Director of Operations and agree to these rental policies before an event can be confirmed. The balance of the rental fee is due two (2) weeks prior to the scheduled event. **No event can begin without full payment of the fees.**

Written request for a change of date or cancellation must be received by LAM at least two (2) weeks in advance of the scheduled function. If the request for change of date can be accommodated, the renter's deposit will be applied to the rescheduled event fee. In the event of cancellation, the Museum will rebate half the deposit if the cancelled date is rebooked by another user. If rebooking is not possible, the entire deposit will be retained by the Museum.

LAM reserves the right in its sole discretion to cancel special events due to unforeseen circumstances; however, in such unlikely instance, the renter's deposit will be refunded in full. Additionally, the renter's failure to comply with any of the Museum's regulations may result in the Museum's cancellation of the event with no fee reimbursement.

Catering

It is the sole responsibility of the patron to make arrangements for invitations, caterers, musicians, flowers, valet parking, and all other preparations. We can, however, provide prospective renters with a list of preferred vendors.

Laguna Art Museum's neighbor, Las Brisas, is the Museum's preferred caterer. Customizable packages can be created.

Renters are urged to employ a professional bartender. Alcoholic beverages may not be sold on the premises without securing a temporary liquor license. **Additionally, only clear liquids may be served in the Museum.**

Smoking, open flames, unshielded candles, braziers, and pyrotechnics of any kind are not allowed inside the Museum building. Any use of shielded candles must be approved by the Director of Operations. No cooking of any kind is allowed in the galleries.

All props and decorations must be free-standing. Nothing may be affixed to the walls or floors using nails, staples, or tape. For safety purposes, electrical cords must be taped to the floor using low-tack tape.

We require that all renters meet with their caterer and the Museum's Special Events Coordinator at least two weeks prior to the event to discuss all aspects of the event. A floor plan is provided in order to coordinate a specific layout of tables, chairs, podiums, etc. which must be approved at this time. Actual setup must conform to the approved plan.

The renter must comply with all applicable laws and local ordinances regarding temporary liquor licensing, fire codes, and special permit requirements.

All trash must be removed from the premises the evening of the event.

Kitchen Equipment

Two Thermador electric ovens (upper/lower)
Two electric broilers (upper/lower)
Sixteen 3-prong electrical outlets
Twelve feet of counter space
Refrigerator/freezer (36 cubic feet)
Double sink with garbage disposal

Kitchen Aid dishwasher
Four-burner electric range
Electric can opener
Six pullout cutting boards
Fire extinguisher
Telephone access

Entertainment

Musicians with amplifiers must be set up inside the Museum. They may perform in the lobby, lower level, and the California and Steele galleries. This is essential to preserving the works of art on view and will be strictly enforced.

It is necessary to keep the volume of the music within reasonable control, and all music must end by 11:00 p.m.

Liability and Security

Museum security guards will be present during all events to help safeguard guests, works of art, and Museum property, even if the renter plans to supplement the force with their own security personnel. Museum Security is neither trained nor expected to guard important visitors with special security concerns. These guests in need of special protection should be accompanied by their own personal bodyguards. The Museum must be notified in advance of such "high security" guests, and personal bodyguards will be subject to the Museum's security regulations. The Director of Operations will have final authority in the event of an emergency or disagreement over the use of the facility.

Inebriated or otherwise irresponsible guests who endanger the art work will be escorted off the Museum premises at the discretion of the security staff.

The Museum must be named as additionally insured. This is usually standard on the caterer's insurance policy. Proof of such insurance must be conveyed in writing to the Museum two (2) weeks prior to the event.

Specific Rules

All renters and their agents must comply with the following specific regulations concerning the use of the facilities:

A floor plan showing the specific layout and placement of tables, chairs, risers, podiums, lighting/electrical fixtures, decorations and props must be approved by the Director of Operations at least two (2) weeks prior to the event. This plan is part of the contract so actual set up must conform to the approved plans. Failure to conform will result in the cancellation of the event.

No advertising or promotional materials referring to the Museum or its logo, beyond stating location, may be used.

Smoking is not allowed anywhere in the Museum. This is strictly enforced.

No food or beverages are allowed in galleries other than the Lobby and California and Steele galleries.

ACKNOWLEDGMENT

I have read the policies of Laguna Art Museum relating to group meetings and social functions (consisting of four pages), and I agree to follow all such policies herewith.

I hereby agree to defend (with attorneys acceptable to the Museum), indemnify, protect and hold harmless the Laguna Art Museum and its officers, agents, representatives, and employees from and against any and all damage loss, claim, liability, and expense including but not limited to actual attorney's fees and legal costs incurred directly or indirectly by reason of the use of occupancy of the Museum, the act or omissions of me/us, our agents, employees, licensees or invitees or any claim, demands, damage suit or judgment brought by or on behalf of any person or persons for damage, loss, or expense due to, but not limited to, bodily injury or property damage sustained by such person or persons which arise out of, are occasioned by, or are in any way attributable to me/us, our agents, employees, licensees or invitees or our use of the Museum.

In order to confirm your reservation, you must return this Acknowledgment signed along with the Security and Damage deposit of \$1000 two (2) months prior to the event. The balance of the rental fee is due two (2) weeks prior to the event.

Date of Event: _____

Renter's Signature: _____

Director of Operations: _____

Thank you!
Please do not detach this page from the contract.