

Make Your Next Event An Historic One!

Michigan History Museum

702 West Kalamazoo Street
Lansing, MI



Special Event Regulations and Rental Agreement



Michigan History Foundation
P.O. Box 12331 • Lansing, MI 48901 • 517-335-2587

Michigan History Museum

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Michigan History Foundation

The Michigan History Foundation (“Foundation”) offers to rent the Michigan History Museum (“Museum”) for special events under certain terms and conditions as set forth below. Please review the following regulations carefully and execute the attached Museum Rental Agreement. For the enjoyment and protection of all concerned parties, these regulations must be strictly followed and will be enforced. **Violation of any these regulations may result in the forfeiture of the Renter’s deposit and will require payment by the Renter for any damages or expenses associated with any violations.**

I. Eligibility

Eligible individuals, organizations, groups and companies include those whose proposed usage does not involve commercial, political or religious promotion, demonstrations or solicitation of funds or sale of any articles, except charitable organizations, if prior written authorization is obtained and is not in conflict with the purpose of the Foundation or the Museum.

The Museum shall not be used to raise funds to benefit any organization other than the Michigan History Center and its Museum or one of its associated programs without prior expressed written consent. Certain types of events that could cause damage to the Museum building and/or irreplaceable collections items within the building may not be approved.

II. Renting the Museum

a. Fee Schedule (dependent on type of event)

A base rental fee will be required to rent the facility for a total of 5 hours, including set up and tear down. An additional fee will be charged for each hour beyond the 5 hours. The Foundation reserves the right to adjust the fee for specific events.

The Museum rental space includes the Rotunda and Special Exhibit on the 1st Floor, interactive Exhibits on Floors 2, 2M, 3 and 3M from Prehistoric Times to the 1970s. There is an additional charge for use of the 223-seat auditorium on the first floor. There is no fee for guest parking the evening of the event.

A deposit will be required toward the rental fee which will reserve the date agreed upon.

The remaining balance of the rental fee is due and must be received 30 days prior to the event date. Any additional costs incurred will be invoiced after the event and is due and payable upon receipt of the invoice. Checks, cash and credit cards (Visa, MasterCard and Discover) are accepted.

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b. Equipment Rental

All equipment rentals are the sole responsibility of the Renter (approved vendors can be provided).

c. Application Process

- i. Contact the Foundation Event Coordinator to inquire about available dates for the event. A verbal reservation may be held for two weeks but is not guaranteed.
- ii. Submit a \$500 deposit and signed rental agreement. Deposit is nonrefundable 30 days prior to the event.
- iii. Perform a site inspection.
- iv. 30 days prior to the event, Renter must submit:
 - (a) Insurance liability rider for the day of the event
 - (b) Alcoholic Beverage Agreement, if applicable
 - (c) IRS letter of nonprofit determination, if applicable
 - (d) Floor plan layout of the event
 - (e) Balance of rental fee

III. Cancellation Policy

The Foundation reserves the right in its sole discretion to cancel special events due to Acts of God (including fire, flood, or other natural disaster), war, invasion, rebellion, revolution, terrorist activities, government sanction, labor dispute, strike, lockout or interruption or failure of electricity or water supply, or such other events out of its control. In such an unlikely instance, the parties agree that (1) the Foundation will refund the Renter's deposit and any advance payments and (2) the Renter will hold the Foundation harmless.

If the Renter cancels an event after a contract has been signed, for reasons not related to an Act of God, there will be no refund of any deposits and/or payments received to date. The Foundation will allow the Renter to reschedule the cancelled event one time on any available date in the succeeding 90 days.

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IV. Hosting Your Event

a. Food and Beverage

Catered food and beverages must be provided by a Foundation approved catering company. Approved can be provided. The Foundation may approve additional caterers if requirements are met.

Positioning of food and drink stations within the exhibit areas must be approved in advance by the Foundation.

Preparation and cooking of food at the Michigan Historical Museum is not permitted. All food must be prepared in advance and brought to the Museum. Food may be kept warm with sterno. All large coffee urns must be prepared in advance and brought to the Museum. The coffee may be kept warm in the coffee urns after delivery to the Museum.

Alcoholic beverage service is generally permitted and regulated in accordance with the guidelines of the Foundation, a signed Alcoholic Beverage Agreement and the state liquor licensing procedures. All liquor must be distributed by a licensed entity. The Renter must provide a liquor license if required.

All liquids and food items must be removed from the rental area immediately following the event.

b. Independent Contractors/Approved Caterers

Arrangements regarding access to the Museum for delivery, setup and removal of equipment must be reviewed in advance with the Foundation Event Coordinator. All deliveries and event personnel must enter through the east loading dock of the Michigan Library and Historical Center. Same-day setup and tear down is required unless other arrangements have been made in advance of the event with prior approval of the Event Coordinator. Neither the Foundation nor the Museum shall be liable for items left on the premises or for the performance, or lack of performance, of any vendor. East dock dumpster is available for disposal of all trash, including food, disposable dinnerware, etc.

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V. Renter Responsibilities

The following are the responsibilities of the Renter, its contractors and vendors:

- a. The Foundation or the Museum will accept delivery, but will not accept legal responsibility, for food, beverage, equipment or other properties brought into the Museum for events, before, during, or after contract hours.
- b. The Renter accepts the responsibility for all costs associated with the use of independent vendors and subcontractors.
- c. The Renter and its contractors will make deliveries on the day of the event depending on the event needs and at the sole discretion of the Event Coordinator.
- d. The Renter is responsible for the removal of all items brought into the Museum.
- e. The Renter is responsible for providing dollies, hand trucks or other moving equipment for the setup and removal of rental equipment and supplies. The Museum does not provide any supplies or equipment unless otherwise agreed upon. All other required items are the responsibility of the Renter and its contractors.
- f. The Renter accepts responsibility for caterer bussing and maintaining the Museum free of stray plates, glasses, debris and garbage, and ensuring that all catering property and trash is removed and disposed of by the end of the event.
- g. The Renter must notify the Foundation of all vendors prior to the event. The Foundation or Facility Staff have the right to deny vendor access to the Museum if a vendor has knowingly violated rules and regulations in the past.
- h. Due to the limitations of space and equipment in the Museum, caterers must prepare food offsite.
- i. In accordance with the City of Lansing Building Code and Fire Ordinances, all electrical cords and equipment must be installed to ensure the safety of all personnel and guests.

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VI. Conduct During Your Event

The Renter agrees to comply with all rules and regulations of the Museum listed below. The following are strictly prohibited:

- a. Smoking anywhere within the building and within 50 feet outside of the building.
- b. Use of smoke, fog or haze producing equipment of any kind.
- c. Use of open flames, including candles or sparklers.
- d. Use of confetti, decals, stickers or glitter products.
- e. Use of helium-filled balloons.
- f. Food and beverages in non-designated areas.
- g. Use of materials nailed, tied or taped to ceilings, walls, floors or furnishings inside or outside the Museum.
- h. Use of fire arms or weapons of any kind.
- i. Use of animals (with the exception of trained service animals).
- j. Sliding or dragging of rental equipment.
- k. Removal or alteration of Museum exhibits, collections or furnishings.
- l. Collection of entrance or admittance fees during normal hours of business.
- m. Advertisement to the public of an event allowing collection of fees.
- n. Sale of products by a company, group or organization within the building or on the grounds of the Michigan Library and Historical Center before, during or after the event without prior written permission.
- o. All displays and decorations must have prior approval by the Foundation and must conform in all respects to the City of Lansing Building Code and Fire Ordinances.

VII. Entertainment

Disc jockeys and live music may be permitted until the close of the event. In consideration of all guests, all music will be controlled at the discretion of the Event Coordinator and Museum Management.

To preserve the Museum flooring, all dancing requires the rental of a dance floor with protective pad to prevent holes, gashes or cracks from occurring.

VIII. Setup, Breakdown and Cleanup Procedures

a. Access Times

The Museum closes to the public at 4:30 p.m. In consideration of the visitors to the Museum during hours of operation, access for the event setup in areas of the Museum will be arranged at the discretion of the Foundation.

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b. Breakdown and Cleanup

- i. The Renter should adhere to the time agreed to in the Rental Agreement. No event may conclude later than midnight. The agreed upon conclusion of the event will include breakdown and cleanup.
- ii. Arrangements regarding building access and removal of equipment must be reviewed in advance with the Foundation. Staff will oversee the breakdown and cleanup of the event. The caterer and subcontractors must follow the requirements of the breakdown and cleanup, leaving the facility in the same condition prior to setup or additional charges may apply.
- iii. The Foundation will approve the premises upon completion of cleanup.

IX. Logistics

a. Parking / Valet /Shuttle

- i. Free parking will be provided for guests of the event in the Visitors Parking Lot off Kalamazoo Street.
- ii. If valet parking is desired, it is the responsibility of the Renter to provide and compensate the valet service.
- iii. If shuttle service is desired, it is the responsibility of the Renter to provide and compensate the shuttle service.

b. Security

A security guard is required to be on duty during all evening events and is provided as a part of the event rental fee for up to 300 guests. Events with more than 300 guests will require an additional security guard, the cost of which is the responsibility of the Renter.

c. Staffing

In addition to Security, a Foundation representative and Facility Manager will be provided onsite during the event as a part of the event rental fee.

The Museum's Volunteer Docent Guild may be available to accent your event in costume. Docents may greet guests, facilitate the flow of guests throughout the building and interaction with the exhibits, and act as tour guides. An Honorarium of \$250 to the Docent Guild is suggested.

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d. Liability

The Renter agrees to pay for any damages to the Museum, grounds or furnishings caused by the Renter, their guests, caterers, or other subcontractors prior to, during or following the event.

The Renter is required to provide a one-day liability insurance rider (\$1,000.000) including the date and name of the event under the "Description" on the rider. The rider must list the Certificate Holder as follows:

"The Michigan History Foundation and the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents."

The Michigan History Foundation and the Michigan History Museum reserve the right to waive or modify these regulations at any time as appropriate.

XI. Museum Rental Agreement – Michigan History Museum

The Foundation requires that a single authorized Renter Representative be designated for the purpose of representing a company, group or organization in all matters related to the event, including food and beverage service, entertainment, decorations, etc. The Renter Representative is responsible for contracting all services needed for the event. Changes to any aspect of the event that involve the Foundation can only be made at the request of the designated Renter Representative and must be agreed to by the Foundation.

Renter/Organization _____

Address/City/State/Zip _____

Date of Event _____ Type of Event _____

Guest Count _____ Time of Event _____ to _____, including setup and teardown

Renter Representative _____

Relationship/Position _____

Daytime Telephone/FAX _____ Email _____

Caterer _____ Telephone _____

Event Planner/Supplier _____ Telephone _____

Alcoholic Beverages? Y ___ N ___ Wine & Beer? Y ___ N ___ Liquor? Y ___ N ___
(Alcoholic Beverage Agreement must be included with this Agreement, along with the specified deposit.)

By signing this agreement, I, the Renter Representative, have been designated to represent the Renter and acknowledge that I have read the Special Event Regulations, made a part of this Museum Rental Agreement ("Agreement"). I agree to abide by these conditions and to indemnify and hold harmless the State of Michigan, Michigan History Center, Michigan History Foundation and its management, employees and volunteers against any and all loss, damage, claim or liability of others directly or indirectly due to the actions of the Renter or its independent contractors. I warrant that I have the authority to execute this Agreement on behalf of the Event Organization and to bind the Event Organization to this Agreement and all the terms and conditions contained in this Agreement.

This Agreement shall be effective upon execution by the Foundation representative and shall not be modified without a written amendment to this Agreement.

Renter Representative _____ Date _____

Foundation Representative _____ Date _____



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