



RENTAL POLICIES

The Bullock Texas State History Museum is a dynamic educational institution that engages visitors in the exciting Story of Texas through a variety of program and exhibit experiences. The Museum provides a new kind of history experience – one that recognizes that Texas is unique *because* of its history.

We are pleased to offer rental of the Museum for Wedding Ceremonies/Receptions, Corporate Events, Social Mixers, Luncheons, Holiday Parties and more. Please note that such activities may not interfere with the normal public operation of the Museum and are subject to the policies and procedures listed below, as well as those outlined in the Museum's Facility Rental Agreement. The Museum reserves the right to refuse the use of the facility to any event that is inconsistent with the Museum's purpose and/or responsibility as a state-funded institution.

With the exception of the 3rd floor Austin Room, Classrooms, and Boardroom events, the event time may not begin until 6:00pm and must end by 12:00am. The rental rate generally includes 1 hour of set-up time, 4 hours of event time, and 1 hour of move-out time. Set-up can be arranged, through the event staff, to begin as early as 3pm.

The Museum has an exclusive caterer – Rosemary's Catering. Outside caterers are not allowed at the museum. **Rosemary's Catering must provide all alcoholic beverage service. Freeman Audio Visual Solutions is the Museum's preferred audio/visual contractor for any and all event sound, lighting and video requirements.**

A signed Facility Rental Agreement and deposit of one-half the Estimated Agreement Total are required to *confirm* your date. Cancellation of the event less than three months before the event date will result in a forfeit of the deposit.

Ten important steps to assist you in coordinating your Texas State History Museum event:

1. Designate one person from your organization to be your Museum contact and decision-maker.
2. Contact the Special Events Office at Events@TheStoryofTexas.com to check the availability of your requested date.
3. Reserve your tentative date in writing by fax or email.
4. Confirm the date with a signed Agreement and deposit of one-half the Estimated Agreement Total.
5. Contact the Museum's exclusive caterer, Rosemary's Catering, for food, beverage, and set-up arrangements.
6. Request A/V services and equipment through the Museum's preferred contractor Freeman Audio Visual Solutions.
7. Verify all outside service vendors and arrangements are approved by the Museum.
8. Coordinate all deliveries and pick-ups so that they are made only on your contracted date(s) and time.
9. Confirm all finalized schedules and arrangements through the Museum's Special Events Office.
10. At least one pre-event walk-through to include client, Museum, and vendor representatives (caterer, AV, entertainer, florist, etc.) must be completed at least one week prior to Event date.

Alcoholic Beverages

The Museum's Texas Alcoholic Beverage Commission (TABC) permit for alcoholic beverage service is held by Rosemary's Catering. **All alcoholic beverage service must be handled by Rosemary's Catering.** All TABC laws must be followed while on the premises. Any person under the age of 21 will not be served alcohol under any circumstances. Licensee is not permitted to bring alcohol. Alcohol-only events will not be permitted in the Museum. Rental events may not use donated alcohol in the Museum.

Animals

With the exception of service animals, animals are prohibited in the Museum.

Audio/Visual

Freeman AV is the Museum's preferred Audio/Visual vendor. Licensees holding events requiring audio/visual set-up should contract with the preferred audio/visual contractor, Freeman AV at (512) 459-6094.

All cords and cables must be visibly secured and approved for safety.

Balloons

No helium balloons or other inflatable items that could rise to the ceiling are allowed in the Museum.

Banners/Hanging Items

Event-related banners may be hung only with prior approval from the Museum and only by Museum personnel under the supervision of Museum Special Events Staff. Banners that cannot be hung safely and without causing damage to the Museum will not be approved.

Billing

Full payment for rental space is due at least 5 business days prior to the event; failure to pay may result in cancellation of the event. Any other charges incurred during the event will be billed to the Licensee. Payment will be due within 30 days of the invoice date. Checks may be made payable to the *Texas State History Museum*.

Cancellation

Cancellation of the event less than three months before the contracted date will result in a forfeiture of any deposit monies. Events booked into the Museum within three months of the event date are not eligible for any refund of the deposit on cancellation.

Casino Functions

Casino and other gaming functions may be allowed at the Museum if they comply with State of Texas statutes and regulations.

Catering

Rosemary's Catering is the Museum's exclusive caterer. Outside caterers are not allowed at the museum.

Rosemary's Catering must provide all alcoholic beverage service.

Children

Children must remain under the direct supervision of an adult at all time.

Clean-up

Facility rental includes general trash removal at the end of the event. In the case of excessive trash, a clean-up fee will be added to the final bill. No items may be stored overnight. All left-over decorations and other items will be regarded as trash. Food and drink trash will be collected and removed by the caterer immediately at the close of the event.

Date Confirmation

A signed Agreement and deposit of one-half the Estimated Agreement Total are required to confirm the event date. The Agreement and deposit are due no later than three months prior to the event date. For any event booked into the Museum within three months of the date of the event, a signed Agreement and non-refundable deposit are required immediately. Until a deposit and signed Agreement are received, the hold will be regarded as tentative.

Decorations

Items such as glitter, confetti, cascarones, streamers, and helium balloons are not allowed in the Museum or on the Plaza. Should these items find their way into the Museum, and should they or any other decorations necessitate clean-up, a fee equal to the amount of the clean-up, repair, or replacement will be added to the final bill. Fee will be determined by the on-site Museum Special Events Staff. The use of candles (only votive candles in a hurricane lamp and floating candles may be approved) requires pre-approval. Approval is given on a case-by-case basis from the Special Events Manager. No open-flame candles will be approved.

The use of tape, wire, staples, tacks, glue, and similar items is prohibited. Absolutely no items may be attached to Museum surfaces.

Decorator Services

The Museum provides no decorator services (table skirts, backdrops, etc.). However, Rosemary's Catering can provide these items. Outside decorating companies may be used with prior approval/coordination with Museum Special Events Staff. No set-up/tear-down will be allowed during normal Museum hours without prior consent of Museum Special Events Staff. No seating or staging is permitted on the 1st Floor Rotunda Mural.

Delivery

The Museum will not accept any freight or other delivered items on behalf of the Licensee. Items may not be delivered prior to the contracted event date.

Deposits

A deposit of one-half of the Estimated Agreement Total is required at the time of contract. All deposit monies will be forfeited in the event of a cancellation less than three months from the event date, including events booked within three months of the date. The Estimated Agreement Total includes the space rental rate and exhibit/theater options, if applicable.

Equipment/Supplies

The Museum may provide a limited number of tables and chairs for Boardroom, Classroom, Café, and 3rd Floor Austin Room events only. Audio visual requirements should be arranged with the Museum's preferred provider Freeman Audio Visual Solutions. Decorator and office needs (fax, copier, telephone) must be handled by the Licensee. For food service, table and chairs, bars, etc., contact Rosemary's Catering. The client or contractor must provide their own dollies, carts, etc., for loading and unloading. The Museum reserves the right to refuse unsafe dollies or carts in the Museum. Outside vendors must provide the required insurance certificate and vendor agreement, if applicable. (See *Insurance*.)

Event Information

The Museum is not responsible for providing event information to the public. A telephone number for your organization should be included on all of your event literature and promotions.

Exhibit Areas

Exhibits are not included in the facility rental rate. Exhibit areas may be included in Facility Rental Agreement for an additional charge. Absolutely no food or drink, outside equipment or decorations may be taken into exhibit areas. If exhibits are included in the Facility Rental Agreement, the Museum will provide staff to monitor exhibit entrances.

Fireworks

The use of fireworks or any other incendiary item is not permitted in the Museum or on the outdoor Plaza. Hand held sparklers are acceptable on the Lone Star Plaza only and must be approved by Special Event Staff prior to event.

Fundraisers

All fundraising events must be by invitation only and have prior approval as such from the Museum. Political fundraisers are not allowed. All media promotions or public notices for fundraising events must be approved by the Museum prior to release.

Insurance

An original certificate of insurance is required on all events at least thirty (30) days prior to occupancy and shall meet the following requirements:

1. Commercial Automobile Liability: Coverage provided should include any automobile, including hired and non-owned automobile liability at \$1,000,000 combined single limit for each accident

2. Commercial General Liability or Special Events Liability Insurance:

Occurrence based:

Bodily Injury and Property Damage

Each occurrence limit: \$1,000,000

Aggregate limit: \$2,000,000

Medical Expense each person: \$5,000

Personal Injury and Advertising Liability: \$1,000,000

Products /Completed Operations Aggregate Limit: \$2,000,000

Damage to Premises Rented to You: \$50,000

3. Workers Compensation: Statutory Limits

All policies must be written on a primary and non-contributory with any other insurance coverages and:

- Include a Waiver of Subrogation Clause
- Provide 30 days advance written notice to Facility in the event any policy is cancelled, non-renewed or materially changed.
- The Bullock Texas State History Museum and the State Preservation Board shall be named as additionally insured (except Worker's Compensation)
- A.M. Best Rating of A VII or higher for any insurance company is required
- Must be with companies licensed in the state of Texas

The policy will require that the insurance company give the Museum at least thirty days advance written notice of any reduction or cancellation of the coverage during the term of the Agreement and include a waiver of subrogation endorsement in favor of the Bullock Texas State History Museum. The Bullock Texas State History Museum and the State Preservation Board shall be named as additionally insured. The Licensee may not occupy the Museum without sufficient proof of coverage. Events contracted by individuals must supply all of the above requirements minus Workers' Compensation and Business Automobile Liability.

State agencies please contact Special Events staff for further information.

Invitations

Invitations for non-Museum sponsored events may not use the name of the Museum except as the designated location of the event. A Licensee may not use the name or likeness of the Museum to promote any event. The Museum must approve any invitation copy before its release.

Loading Dock

The dock is primarily for Museum exhibit loading and unloading. Use of the loading dock, including storage of items on or near the loading dock, is restricted. Delivery schedules must be arranged in advance with Museum staff. The Museum does not provide dollies, carts, or other items for the loading and unloading of client or contractor equipment or supplies.

Media

All event-related media promotions must be approved by the Museum. **Failure to comply with this policy may result in cancellation of the event.** Use of the Museum's name to promote, advertise, or sell tickets to an event (other than as the location of the event) is prohibited unless the event is expressly hosted or sponsored by the Museum or the Texas State History Museum Foundation. The Museum must review all promotional copy before its release. On-site media coverage of an event must be approved by the Museum in advance.

Messages

The Museum is not responsible for taking messages for event attendees. A telephone number for your organization should be included on all of your event literature and promotions.

Music/Entertainment

The band, disc jockey or other entertainment will be required to notify Museum Special Events Staff of their equipment type, electrical set-up, and requested delivery schedule in advance. The Museum will not provide equipment or any set-up of equipment for bands or DJs, such as microphones, electrical tape or stages. It is the responsibility of the band or DJ to use floor protection under their equipment during load-in, performance, and load-out. This floor protection must be pre-approved by the Museum. No sound checks can begin until 6:00pm unless pre-approved by Museum Special Events Staff. All load-in and load-out must be coordinated through prior arrangements that are made with Museum Special Events Staff.

The Museum reserves the right to prohibit any equipment needing more power than the standard electrical outlet provides or any equipment that the Museum believes is inappropriate.

Noise

During normal Museum hours, it is the responsibility of the Licensee to maintain a noise level respectful of Museum visitors.

Overtime Policy

All event rentals agree to pay \$500.00 for every hour or portion thereof that the actual *EVENT* extends past the contracted event end time. The one hour move-out time is not included in determining whether the event has extended past the contracted event end time. In addition, Licensee agrees to pay \$500.00 for every hour or portion thereof that the move-out time exceeds one hour after the contracted event end time.

Parking

Parking is subject to availability. Please contact Special Events staff for details.

Photography/Videography

A list of all vendors, including photographers and videographers, must be forwarded to the Museum Special Event Office at least 14 days prior to the event. Photography and videography are strictly prohibited in the Museum's exhibit areas.

Posters/Signage

Posters and signs are to be mounted on easels or other individual displays. They may not be affixed in any way to Museum surfaces.

Security and Safety

The Museum employs off-duty Department of Public Safety (DPS) officers to protect its property and visitors. The cost for security is to be paid by Licensee. If an event needs additional security or Fire Marshal services, the number of additional personnel will be determined at the Museum's discretion, and will be provided at the Licensee's expense, with advance notice to the Licensee upon determination. The Museum is not liable for any loss, theft, vandalism or other crime that occurs during Licensee's rental of the facility.

Smoking

The use of tobacco products is not allowed inside any part of the Museum. Ashtrays are available on the Plaza.

Tentative Holds

A tentative 2 week hold may be placed by submitting a written request to the Museum Special Events Office indicating the date, time, nature of, and estimated attendance at the event. The hold must be confirmed with the deposit and signed Agreement no later than three months before the event date. If another party is interested in a tentative date, the current holder will have 2 full business days from contact to submit the deposit and signed Agreement; otherwise, the tentative hold will be released on the third business day.

Theaters

The IMAX[®] Theatre is only available for rental on full buyout, or on an extra per person admission charge with facility rental through our Reservations department by calling (512) 936-4649.

The Texas Spirit Theater is available for rental either additionally with a lobby rental or for live performances that are approved by the Museum Special Events Office.

Packages including facility rental, exhibits access, IMAX[®] Theatre, and Texas Spirit Theater are also available through arrangement with the Museum Special Events Office.

Vendors

All service vendors (florist, decorator, music/entertainment, etc.) must be approved by the Museum at least 14 days in advance of the event date. (See *Equipment/Supplies; Insurance.*)

Wedding Ceremonies/Receptions

The Museum is available for wedding ceremonies and receptions under standard rental policies. Rehearsal time is not included and, if desired, must be arranged separately, subject to availability and standard rental fees. Licensee is responsible for all ceremony arrangements, subject to rental policies. Event staff must approve prior to the Event any item that is to be thrown when the couple is departing or arriving, such as light colored flower petals, dried lavender, or bubbles. Hand held sparklers are acceptable on the Lone Star Plaza only. (See *Decorations* and *Fireworks.*)