**FACILITY RENTAL**

**POLICIES & PROCEDURES**

**Rates**

* Private Event: Corporate/Individual Client $500/hour (minimum of 2 hours)
* Private Event: Large Non-Profit\* $400/hour (minimum of 2 hours)
* Private Event: Small Non-Profit\*\* $300/hour (minimum of 2 hours)
* Community Group Meeting\*\*\* $75/hour (minimum of 2 hours)

*\*Nonprofits with budgets over $500k & government depts*

*\*\*Small nonprofits with budgets under $500k
\*\*\*0-20 people, chairs only, no refreshments, other furniture, or A/V equipment provided.*

All Rental rates include one on-site facility attendant. We may assess that additional staff is necessary for your event (depending on the type of event, number of anticipated attendees, alcohol will be served, etc.). Rates for additional staff are listed below:

Additional Staff during regular event rental hours: $40/hour per person

Additional Staff outside of regular event rental hours: $80/hour per person

**Cleaning Fees for Food, Beverages, Alcohol and Catering**:

Please note charges for serving food and/or drink apply whether the food/drink is provided by your organization, a caterer, or any other source. Please also note there can be no cooking or open flame in the facility. Reheated and catered food only.

Small Event (2 – 20 people) with beverages & food: $20

Small Event (2 – 20 people) alcohol surcharge: $15

Large Event (21 or more people) with beverages & food: $40

Large Event (21 or more people) alcohol surcharge: $25

Waste bins unsorted (waste contaminating and not sorted in trash and recycling correctly): $50 - $200

**Museum Rental Hours**

The GLBT Historical Society Museum is available for facility rental during the following hours:

* Tuesday – Saturday: 6:00 p.m. – 10:00 p.m.
* Sunday, Monday: Closed

Events scheduled to occur outside of the hours listed above or which require buyout of the museum during business hours will require additional charges and are made by special arrangement.

**Reservations**

* Request for use of Museum Facilities must be completed and submitted online or through the Facility Attendant, followed by the completion of the Rental Agreement in order to reserve the space.
* We reserve the right to refuse any individuals, organizations, or entities from booking space with the GLBT Historical Society that do not align with our mission and values. Completion of the Facility Rental Request Form is not a guarantee or confirmation of use of the space.

**Payment, Cancellations and Refunds**

* Payments will be due and made in full a minimum of 30 days prior to your event. If you are booking the Museum for a date less than 30 days away, payment in full is required within 5 business days of confirmation of rental.
* Rental Deposit of 50% Total Rental Fee due upon confirmation of rental.
* The Museum retains the right to cancel the event and fully refund the deposit.
* No tips or gifts are accepted.
* **Cancellation Policy:**
	+ With 30 days or more notice – no cancellation charge and full refund of deposit.
	+ Between 7 and 30 days - Rental Deposit of 50% Total Rental Fee
	+ Less than 7 days- Full Charge
	+ No Show- Full Charge
* An additional invoice may be mailed within a week after booked event if additional payment is needed due to changes made after the signed confirmation and payment was received. The invoice will list all charges, show the amount paid, and any balance due.

**Restrictions**

* Living plants or fresh flowers for short-term public events must be delivered and removed the same day from the Museum.
* No candles, smoking, or other flames permitted (see additional restrictions under Food & Beverage).
* No client, guest, or caterer may move equipment, exhibits, cases, or other property belonging to the Museum.
* Exhibit display cases are not to hold any event-related materials.
* Live animals are not allowed inside the museum building (service animals accepted).
* No taping or tacking of decorations or materials to walls, pillars, windows, woodwork or exhibits without the permission of the Museum.
* No glitter, confetti, rice, birdseed, flower petals, etc. Bubbles must be used outside.
* **Maximum occupancy within the Museum is as follows:**
	+ For events with food and/or refreshments: 65
	+ For events without food and/or refreshments: 80

**Parking**

* Paid street parking is available on 18th Street from 9 a.m. to 6 p.m. Mon-Sat via meter, free after 6:00 p.m., subject to availability.
* Limited parking is also available in a small parking lot across from the Museum on 18th Street.

**Food & Beverage**

* All food and beverage arrangements must be approved by the Museum’s facility attendant ahead of the event.
* All food and beverage tables must be at least three feet away from exposed archival items.
* Beverages likely to stain (e.g. red wine, coffee) and messy food are not permitted.
* Please be advised that there are no kitchen facilities or food preparation space available in the Museum.
* No cooking may be performed on-site, including but not limited to hot plates, crockpots, and panini presses. No flame or smoke is permitted on site, including but not limited to warming methods using fuel can burners. Reheated and catered food only.
* The caterer or client is responsible for cleanup and removal of all food, equipment, and garbage from the Museum on the day of the event.
* **Policy on Alcohol Use:**
	+ If alcohol is to be served, the client must first agree that the bar will be tended at all times.
	+ All not-for-profit and for-profit organizations are required to obtain a one-day alcohol use permit from Alcohol Beverage Control (415.356.6500), which must be provided to Museum staff at least 48 hours prior to the date of the event.
	+ All private events hosted by private individuals where alcohol is served do not require use permits nor insurance certificates. However, these events must still comply with all applicable state laws.
	+ Event holders are to follow all San Francisco laws and regulations regarding the distribution of alcohol.
	+ Open alcoholic beverages must not leave the Museum.
	+ It is the responsibility of the event holder to ensure alcohol is only served to persons 21 and over.
	+ If the event is catered, the Caterer must be licensed to serve alcohol and must provide proof of licensing to the Museum prior to the event. In addition, the Caterer must provide an insurance certificate naming the Museum as the loss payee.
	+ The Museum reserves the right to discontinue the service of alcoholic beverages at any time during the event.

**Setup and Cleanup**

* Items cannot be delivered to the Museum before the scheduled reservation time nor can items be left overnight.
* **Setup, cleanup, and breakdown time must be included in the overall contracted rental time**, including any preparations to the space that the Facility Attendant makes prior to client’s arrival and cleanup thereafter (moving cases, setting up chairs, etc). Set-up may not occur before 5:00 pm when the Museum closes to the public (or rental start time), unless a buyout has been arranged.
	+ **Any additional time beyond originally contracted rental time will incur additional charges.**
* During the event, the catering/facility rental staff must do everything possible to keep guests from disturbing or attempting to handle artwork, leaning against walls, placing food/beverages on exhibit cases and archival items or scuffing the walls. The Museum must be left in the same condition as it was found. Additional fees will apply if extra cleanup or repairs are needed.
* Client shall remove all personal property, trash, and other items that were not present in the venue when the Client took control of it.
* Museum staffing is provided for setup and breakdown of museum equipment only. Staffing is not provided for setup and cleanup of rental and catering equipment.

**Equipment**

* The Museum has the following equipment available for the client’s use:
* Audio/Visual Equipment:
	+ Screen and HDMI-connected projector
	+ 4 Wireless Microphones & 1 Wired Microphone
	+ 2 Speakers & 1 Subwoofer Speaker
	+ 1 Portable Bluetooth-connected Speaker/Amp
	+ 1 Audio mixer
	+ XLR cables
* Furniture & Supplies:
	+ Folding Chairs: 45
	+ Tables: One 6-foot folding rectangular table, two 4-foot folding rectangular tables
	+ Tablecloths
	+ Podium
	+ Ice buckets
* The Museum cannot guarantee availability of equipment if arrangements for use are not made in advance.
* Connections necessary for monitor/projector displays and sound systems will necessitate an on-site testing, or tech-run-through to ensure compatibility with those external devices. Any reservation of equipment and inability to perform a tech-run-through onsite will remain a charge on the reservation total despite being successfully connected at time of the event or not.

**Safety & Insurance**

* Event space renters may be required to provide proof of general liability insurance as described below:
	+ Commercial general liability insurance with a combined single limit for personal injury and property damage in an amount not less than $1,000,000 each occurrence and $1,000,000 annual aggregate, and employer’s liability and workers’ compensation insurance as required by law. The commercial general liability insurance policy shall (i) include coverage for premises and operations liability, products and completed operations liability, broad form property damage, blanket contractual liability and personal and advertising liability; (ii) provide that the insurer has the duty to defend all insureds; and (iii) provide that defense costs do not deplete policy limits. Such insurance shall also be endorsed to provide that it may not be canceled or altered in such a manner to adversely affect the coverage afforded thereby without thirty (30) days’ prior written notice to GLBT Historical Society. If you have any outside vendor doing installations (working on ladders, etc.), we need their certificate of insurance as well unless they are being covered through you. Please note this on the certificate.
* We may assess that additional staff is necessary for your event (depending on the type of event, number of anticipated attendees, alcohol will be served, etc.). Rates for additional staff are listed under Rates above.
* The GLBT Historical Society will not assume any responsibility for injury or accidents due to the activities conducted by event holders, or injury or accidents caused by materials provided by event holders. The GLBT Historical Society is not liable for theft or damage to your property.

**Security**

* Museum staff will be scheduled to provide security for the facility and to provide information about the facility during your event. Staff for the event has the right to remove disruptive guests, call law enforcement, and/or terminate the event if security of facility/staff/guests appears to be at risk.
* The individual listed by the client as the Responsible Party on the Rental Agreement will stay until the end of the event.