



## Rental Restrictions and Requirements

### Exhibit Policy

Exhibitions are at the core of the Museum's mission. Exhibits will change approximately every six to twelve weeks, and the renter understands that no part of an exhibit may be changed or moved. Occasionally, exhibit schedules may change unexpectedly. The Museum will notify renter immediately of any change. Should the renter decide to cancel due to the schedule change, the Museum will return all amounts paid within 14 days.

### Museum Hours

The Museums are open to the public Tuesday through Sunday, from 11:00am to 5:00pm. Rentals must occur outside of regular museum hours (including set-up and clean-up) to avoid additional fees. Museum closures may be permissible at the Museum's discretion at a rate of \$150 per hour.

### Staff

The Museum provides a facility manager for all events. The facility manager is the Museum's representative and is available for questions and emergencies. The facility manager is not responsible for set-up or clean-up during the event.

### Good Neighbor Policy

To continue good relationships with neighbors, the Museum requires that if an event extends past 10:00pm, that all persons entering or exiting the Museum keep noise and talking to a minimum and do not disturb the neighbors with loud sounds. Sound permits will be required for any use of outdoor amplified sound.

### Catering and Kitchen

The renter may choose their own caterer. The Museum offers limited use of folding tables and chairs, but does not provide glassware, tableware, or linens. The kitchen includes a sink and microwave. No refrigerator use, stove or oven is included.

### Food & Drink

Depending on the exhibition(s) on display at the time of the event, food and/or drinks may be prohibited in the Museum's exhibit galleries.

In some cases, it is mandatory that the renter obtain the proper ABC licenses and insurance for serving or selling alcohol. It is up to the renter to comply with all ABC requirements and supply the Museum with proper notification of license at least **7 days prior to the event**. If alcohol is served outdoors, renter must not allow alcohol in unpermitted areas (e.g. public sidewalks).

## Décor & Floral

The Museum has restrictions on décor, including plant and floral arrangements. The use of plant materials inside museum spaces can be problematic as they can attract or carry many types of insects, which can harm museum artifacts.

- All floral arrangements must be made of cut flowers from a florist. All arrangements must be done off site. Florists are requested to remove as much pollen from plants as possible.
- All plants/flowers must be removed by the user the day of the event.

The use of removable decorations are permitted in some areas of the Museums. The History Museum is a historic building and decorations that may damage or cause harm, or wear and tear may be prohibited. The Museum staff has the final say on decorations. The following items may be prohibited, please contact the Museum for specific use:

- Tacks, tape, glue, confetti, glitter, rice, nails, staples.
- No decorations are permitted in the galleries or near artwork.
- Ice sculptures are prohibited inside the facility.
- Flower petals are allowed in outdoor areas only.
- Candles, lanterns with flames, sparklers, and incense are strictly prohibited.

### Recommended décor:

- Flameless LED candles
- Décor that can be affixed with removable/non-damaging painter's tape
- Easels to display visuals or artwork

## Invitations/Printed Materials/Media

Printed materials may only use the following name(s) as the designated location of the event: "Museums of Sonoma County," "History Museum of Sonoma County," or "Art Museum of Sonoma County." The Museum reserves the right to view any printed materials before its release. All event media promotions must be approved by the Museum.

## Smoking

Smoking is strictly prohibited on Museum grounds, including the Sculpture Garden.

## Rentals and Equipment

Your caterer or event coordinator should assist you with your rental needs. Permissible rental drop-off and pick-up times are Monday through Friday, from 9:00am – 4:00pm. Deliveries and pick-ups must be scheduled as close to the event date as possible, to avoid overnight storage. Overnight storage may be permitted upon availability. Overnight storage exceeding 1 night may be subject to a fee. Please confirm delivery/pick-up dates and times with Museum representative.

## Music/Amplified Sound

Use of amplified sound outside of the Museum buildings requires a Sound Amplification Permit, available through the City of Santa Rosa. Any sound exceeding the decibel limit and time restrictions of the permit may subject the renter to a fine.

The renter may select a DJ or group to provide musical entertainment during your event. All set up must occur during the facility contract times. We suggest that the DJ or band preview the grounds prior to the event so that they may determine what power and setup is available. The Museum is small, so larger music groups (3 members or more) must play outside on the grounds or the steps. All non-acoustic bands with sound and power requirements must be approved by the Museum before renter proceeds into a contract. Our power

sources are sufficient for amplification, but are not sufficient for large bands with excessive amplifiers, light shows, and soundboards. In addition, the Museum requires that all electrical equipment must be plugged in to a surge protector. The Museum will not be held responsible for damage to equipment.

### **Storage, Delivery, and Clean-Up**

The Museum has limited storage areas. All deliveries must take place on the day of the event, unless otherwise agreed to with the Museum representative. Additional fees may apply for prior-day deliveries. The renter or renter's caterer is responsible for cleaning the museum and removal of trash, debris, and other miscellaneous items. All other vendors are expected to remove their equipment from the premises upon event completion. Renter's deposit may be forfeited if clean-up does not occur.

### **Insurance Requirements and Indemnification Policy**

A certificate of liability insurance naming the Museums of Sonoma County as additional insured or one-time event insurance must be provided 30 days prior to the event, in the amount of \$1,000,000 per occurrence. A certificate of insurance can be obtained through most business, homeowner or renter insurance policies. User agrees to indemnify and hold MSC, and all its officers, board members, and employees, and the City of Santa Rosa free and harmless from any loss, damage, liability, cost, or expense that may arise during or be caused in any way by such use or occupancy of the premises by the renter, to any employee, agent, invitee, contractor, or associate of the renter or any other person and/or for injury to any person whatsoever happening on, in, about, or in connection with the space while the space is occupied or being used by the renter except to the extent such injury, loss, damage, liability, cost, or expense results from the willful acts, gross negligence, or conduct of MSC, its officers, board members, and employees.

Renter assumes all risk of damage to property or injury to persons in or about the space from any cause and hereby releases MSC and waives all claims against MSC for damages to the User's personal property, for injury to the User, and the User's agent, employees, invitees, associates, and contractors, in or about the property from any cause arising at any time, except to the extent such damage or injury results from the willful acts or gross negligence of MSC.