



HOCKADAY
MUSEUM OF ART

Museum Rental Agreement

Thank you for considering the Hockaday Museum of Art, located in downtown Kalispell in a beautiful historic 1903 Carnegie Library building on the *National Registry of Historic Places*, for your event. Please read the information carefully before choosing our site for your event. Please contact the Museum with any questions before signing the rental agreement. Our phone number is 406-755-5268 or email director@hockadaymuseum.com. If you are working with an event planner or coordinator, they must read, initial and sign the agreement prior to the event as well.

Mission Statement

The mission of the Hockaday Museum of Art is to enrich the cultural life of our community and region and preserve the artistic legacy of Montana and Glacier National Park.

Fees

Our fees for rentals are outlined below. The rate begins the moment set up is initiated and ends when the museum representative approves completion of break down and clean-up.

Fee Schedule

10% discount if you join the museum, one-year membership, any level!

Administrative Fee to reserve date of event (Due at signing) (non-refundable) \$50

Cleanup deposit (Due at signing) \$200

When cleanup is completed and approved by the designated museum representative, the deposit will be used toward the entire bill. If cleanup requires professional services, \$200 deposit retained by museum plus .

Lawn Only \$500 (3 hour block) \$150 each additional hour
Outdoor Lawn and Patio Space and parking lot only ; Museum access for restrooms only.

Indoor+ Lawn OR Indoor only \$800 (3 hour block); \$150 each additional hour
Outdoor Lawn, Patio Space, parking lot and Gallery space. Includes access for guests to current art exhibitions.

*****50% of total fees due within 30 days of this signed and countersigned agreement and received invoice *****
*****Remaining balance due day of the event*****

Additional Costs

If the Museum is not cleaned to the satisfaction of the staff or damage is done to the museum building grounds or contents, there will be additional costs involved beyond the \$200 deposit. Additional fees for closing the Museum during regular business hours will be charged if the renter wishes to have the entire building exclusively for their event. Typically, the Museum Store and galleries will remain open during our regular business hours. If the renter wishes to have exclusive use of the entire building, an additional fee will be charged to compensate for loss of sales and admission revenue. Inquire at the museum for more details.

Renter Initial

Event Planner Initial

Indoor + Outdoor Space

- **Outdoor Lawn, Patio Space, parking lot plus Gallery spaces. Use of Indoor Gallery Spaces only same charge.**
- **Upstairs and Downstairs Galleries with current exhibitions open for public viewing and enjoyment**
- Indoor space includes all upstairs galleries, downstairs galleries, elevator and bathrooms.
- Can accommodate up to 150 people at one time indoors, upstairs and downstairs. Individual gallery spaces can accommodate up to 50 people each
- There are 15 parking spots in our private lot and additional available street parking
- Galleries are adjoining but not closed off
- If requested and approved prior to the event, access to classroom, sink and outlets for prep before and during event
- Events to take place after public hours- 5 pm to 10 pm Monday-Saturday, unless previous arrangements fees agreed upon to cover lost revenue. Set up can begin at 4pm, 1 hour to closing. Lawn for daylight hours only.

If not agreed otherwise, the Museum Store will stay open during the normal business hours and could overlap with your event. Guests and servers must exercise extreme caution in the building. Many of the building's finishes are historic and irreplaceable as are the exhibits. Be advised that the renter will be responsible for any damage to the building or exhibits. We suggest that your guests be politely reminded by you when they are invited and again when they enter that they are in a Museum which normally allows no food or drinks. We ask that you assist us in asking your guests not to lean on, leave drinks on, or touch the exhibits. Smoking of any kind is prohibited in the Museum. Your event may require caterers, entertainers, and helpers who will need appropriate access to the Museum. We encourage them to come to the Museum to see the space at any time before your event.

Outdoor Space

The lawn and patio area are lovely spaces for receptions with cocktails and appetizers or for parties like teas and bridal showers. Food and refreshments may be served at your event on the condition that you, your guests, and your servers are familiar with our policies. Please note that weather can be a factor in Montana year-round, so plan accordingly for tents, rentals, etc.

- **Outdoor Lawn and Patio Space and parking lot only**
- Can accommodate up to 250 people
- There are 15 parking spots in our private lot and additional available street parking
- Daylight hours only (summertime sun sets approx. 9:30 pm)
- Museum access for restrooms only
- Tent rental recommended due to unpredictable weather!

Renter Initial

Event Planner Initial

Additional Agreements

- **For information about what artwork/exhibits will be on view during the dates of your event, including sample images, please contact museumassistant@hockadaymuseum.com**
- Museum reserves the right to refuse service to anyone.
- Museum and Gift shop is open to the public 10am-5pm, Tuesday-Saturday, unless additional rentals fees and arrangements are made.
- Rental fees are for space use, staffing and administrative costs, artwork and facilities security and monitoring, general clean up, trash etc.
- Museum is ADA accessible with elevator access, handicapped entrance and parking
- Wireless Internet throughout the building
- Security Cameras indoor and outdoor are monitoring the grounds 24/7.
- Museum cannot provide food, drink, tables, chairs, ice, decorations, AV equipment, or any supplies at this time. You may choose to rent these items from a local provider.
- The renter is responsible for organizing the drop off and the pick-up of rented items the same night or by business opening next morning, upon approval ahead of time.
- Renter is responsible for making sure enough garbage bags and receptacles are provided. Renter is also responsible for disposing of all trash and recycling. There are large city bins behind the museum available.
- Museum **does not** have a functioning kitchen, stove or fridge. With availability and approval, you may have access to our classroom, kitchen sink, outlets for event preparation.
- Alcohol may be served by licensed bartender/caterer. It is the responsibility of the renting party to ensure that all guests comply with state and local laws pertaining to alcohol consumption.
- **NO food or drink allowed in our carpeted permanent collection gallery upstairs or carpeted downstairs Childrens Gallery.**
- The Museum is not equipped with a built in sound system. You may wish to rent a PA system and microphones, stands, etc. for your event.
- For safety of guests and the artwork, event set-up must maintain a safe distance from 2D and 3D work- at least 4 feet distance from displayed work(s). Displays may be temporarily, slightly modified to accommodate events, at the discretion of the museum Director or museum representative.
- To eliminate the risk of pests, only cut flowers are allowed. No potted plants. No food or drink left out overnight. It is the responsibility of the renter to inform caterers of this rule.
- **Per State Law, NO SMOKING** allowed anywhere in the Museum or on the Museum grounds. It is the responsibility of the designated representative for renter to inform guests of this rule and to enforce compliance of all guests and service providers.
- No use of candles or any open flame allowed due to Montana and Federal Fire Codes.
- All event decorations and signs must be freestanding. No taping or tacking to walls.
- We do not yet have an approved list of caterers, event planners or rental vendors, but can help make recommendations if needed.

Renter Initial

Event Planner
Initial

Cleaning Requirements

Renter is responsible for ensuring the facility is cleaned at the end of the event before leaving. This can either be organized by the party itself, the event planner or the catering company. The plan must be worked out and communicated to the Museum in writing prior to the event. Museum staff will work directly with this person on all cleanup related issues and ensure a great experience for all involved. We provide cleaning tools, supplies, etc. You will be held liable for any damages that occur during your event. It is your responsibility to leave the Museum and/or the Lawn and Patio in the same condition (or as my mother always said better!) in which you found it. The cleanup arrangements section of the contract must be completed. Cleanup must occur the day of the event or you may finish before the Museum opens the following business day. Arrangements to finish the cleanup the next morning must be made prior to the event. If cleanup does not occur, you will be billed an additional fee determined on a case by case basis.

Cleaning List

- Exhibit rooms swept (upstairs galleries, foyer, front door entryway, downstairs Community Gallery)
IMPORTANT NOTE: Spills on upstairs wood floors can be cleaned with **WATER ONLY! DO NOT mop the wood floors with any cleaners**- they are historic and require special cleaning.
- Kitchen and classroom, downstairs community gallery swept and mopped (if used)
- Any additional rooms used swept or vacuumed
- All trash and recycling contained and removed from premise, deposited in receptacles behind building
- All dishes and cutlery removed or organized and ready for pick-up
- All tables and chairs and decorations taken down, organized and ready for pick-up
- Bathrooms cleaned, empty tissue replaced (provided)
- Surfaces wiped down with approved supplies if any spills occur
- Particular cases require special cleaning supplies- we will assess and provide guidance and supplies.
- If used, the outdoor areas (walkways, sidewalk, parking lot) must be cleaned up as well including ALL trash
- DO NOT touch or clean any artwork, frames, pedestals, etc!

Renter Initial

Event Planner
Initial

Provided for Rentals

The Museum has a small kitchen with a sink and microwave, outlets and a classroom prep area that you or your caterer may use. There are also available bathrooms upstairs for your guests. Complete clean-up is required after the event and cleaning supplies are provided.

We reserve the right to request a Certificate of Liability Insurance from renters.

An employee of the Museum will monitor the event, provide assistance with facilities information, to open and close the facilities, open the museum for restroom use, provide assistance regarding the facility and to protect the artwork and exhibits. We reserve the right to ask guests to leave if they are behaving inappropriately or damaging the artwork or our historic building in any way.

Renter Initial

Event Planner
Initial



I have read this information and will be responsible regarding the facility and my financial obligation for the event. **Upon signing and receiving a countersigned copy of this agreement, an invoice from the Hockaday Museum of Art will be sent outlining total estimated costs and fees. Administrative fee plus 50% of total fees due within 30 days of receiving invoice . Remaining balance due day of the event. If damages occur and cleaning requirements are not met, \$200 cleaning deposit will not be returned and you will be invoiced for additional damage costs.**

Renter Name (Print) _____

Renter Signature: _____ **Date:** _____

Renter Contact Information (Please Print)

Mailing Address: _____

Phone: (h) _____ (c) _____

Email: _____

Planner Name if applicable (Print) _____

Planner Signature: _____ **Date:** _____

Planner Contact Information (Please Print)

Mailing Address _____

Phone (h) _____ (c) _____

Email: _____

Date and start time of the event Include time for set up): _____

Anticipated event end (including take-down and clean up): _____

Clean up is arranged with: _____

Clean up phone number (if not planner or renter): _____

Hockaday Museum of Art representative signature: _____ **Date:** _____