



**Griffin Museum of Photography
RENTAL FEES AND POLICIES –June 2007**

A Museum staff representative is present at all events.

No private events are held during hours that gallery is open to the public.

Plan 1: Gallery (up to 2 hours – meetings only)	\$ 200
Plan 2: Gallery (up to 7 hours)	\$ 900
Plan 3: Gallery & Grounds (up to 7 hours)	\$ 1250

Additional cost of \$80 to Plan 2 and 3 for cleaning services

(Tent must be supplied by renter)

7 hours includes time for set-up and clean-up.

Beyond 7 hours, the charge is \$150/hour.

For Plans 2 & 3, a deposit of \$250 is due upon signing of contract,

Balance to be paid three weeks before the event.

Plan 1 must be paid in full at signing of contract

ALL events MUST be catered by professional caterers.

Maximum Building Capacity is 100. This includes guests, immediate family members, caterers, bartenders, etc.

For optimal comfort, a guest list would not exceed 85.

POLICES FOR PRIVATE RENTAL

- No private events are held during hours that gallery is open to the public
- **ABSOLUTELY NO SMOKING ANYWHERE ON PREMISES**
- Caterers **must leave Museum clean**, with all furniture as they found it.
- Caterers **must remove trash from the Museum** at close of event.
- Moveable gallery walls may be **re-arranged by Museum staff only** and under **NO** circumstances are photographs to be removed.
- The museum will need to take a credit card on file to service red wine.
- The museum reserves the right to charge the renter additional charges staying beyond the agreed hours and damages with red wine.
- Clients are responsible for any damages occurring to photographs or for any damages to the Museum during a private event.
- Caterer must obtain the one day liquor license from the Town of Winchester, and must be filed with the Town and **one month** prior to event.
- Caterer must sign and return ***Catering Instructions Form, One-day Liquor permit and certificate of liability insurance to the museum three weeks prior to the event.***
- Balance must be paid three weeks before the event



RENTAL AGREEMENT

Date of Function _____ Type of Function _____ Hours of Function (after 4pm) _____

Renter _____ Home Tel: _____ Work Tel: _____

Address _____ City/State _____ Zip _____ email _____

Type of Rental Plan (Circle choice) 1 2 3 Caterer, if known _____ Estimated # of Guests _____

Amount of Rental: \$ _____ Amount of Deposit: \$ _____ Balance Due: \$ _____

Form of Payment: Check # _____ Visa/MC: CC# _____ Exp. _____

Red Wine? (Circle choice) Yes No Visa/MC CC# _____

Itinerary for Rental:
Carters' arrival time: _____ Caterer's contact person _____ phone # _____

Musician /DJ arrival time: _____ Musician / DJ contact person _____ phone # _____

Other service arrival time: _____ contact person _____ phone # _____

Guests' arrival time: _____

Caterers departing time: _____

The Renter agrees to comply with the policies of the Griffin Museum:

Signature of Renter _____

Date _____

Signature of Museum Rep. _____

Date _____