

Barnes Museum Rental Agreement

Barnes Museum
85 North Main Street
Southington, CT 06489
(860) 628-5426

Name of authorized individual making reservation: _____

Phone number: _____

Email: _____

Address: _____

Date needed: _____

Beginning at: _____ Ending at*: _____ Total number of hours: _____

Rental Rates: 3-hour minimum

- ◆ Weekdays 9:00 a.m. to 5:00 p.m. \$75 per hour
- ◆ Weekends and evenings after 5:00 p.m. \$175 per hour
- ◆ Use of the Museum grounds for photography only - \$100

#Hours _____ @ \$75 \$175 Total \$ _____

non-refundable deposit of \$100 due upon signing this agreement Deposit \$ 100.00

Balance Due \$ _____

The Museum is not responsible for providing or setting up tables, chairs, linen or tents.

*There will be an additional charge for every hour (or portion of an hour) past the end time of the event if it does not conclude on time. \$75 per hour 9:00 a.m. to 5:00 p.m. Monday – Friday. \$175 per hour Saturday, Sunday and weekday evenings after 5:00 p.m.

The event will be held: Inside the Museum (maximum attendees – 30)

On the Museum grounds (maximum attendees – 150)

Estimated attendance: _____

Description of Event: _____

Amount Due Museum: _____ payable to The Barnes Museum. Due 7 days prior to the event.

When signed by an authorized representative, this application signifies agreement of the organization to abide **The Barnes Museum Rental Rules and Policies.**

NOTE: If alcohol is being served a copy of a liquor liability or host liquor liability insurance policy must be submitted to the town attorney’s office at least two weeks prior to the event. (see Alcohol on Municipal Property Policy)

Signature of authorized representative: _____ Date _____

Signature of the Barnes Curator: _____ Date _____

The Barnes Museum Rental Rules and Policies

The Southington Library & Museum Board of Directors is the governing Board of the Barnes Museum and they therefore authorize the use of the facility to outside organizations.

The Barnes Museum and the Town of Southington are not responsible for cancellations of any events due to circumstances beyond the control of the Town and/or the Barnes Museum, i.e., weather, maintenance or utility issues. An employee of the Barnes Museum, the Southington Public Library or the Town of Southington must be present during the event.

Rental Rules:

It is the Museum's policy that the use of its facilities should be consistent with the local, state and national laws and ordinances. Southington rules and ordinances and all other applicable local, state and federal regulations must be strictly obeyed.

Renters are required to obtain a special events insurance policy, naming The Town of Southington as an additional insured, in the amount of \$1,000,000. For private events (anniversaries, birthday and graduation parties, bridal and baby showers, and family reunions), the same liability insurance requirements apply.

Restrictions:

- The use of outdoor open fires, camp fires and grills is prohibited.
- No smoking is permitted on the Museum grounds.
- The use of fireworks on the property is strictly prohibited.
- All events must end by 10:00 p.m.
- No decorations requiring the use of tape or nails onto/into any structure are allowed.
- If tents are used, no in-ground stakes can be used.
- Tents/tables/chairs/port-o-lets must be removed prior to the start of the next business day.
- Renters are responsible for collecting and removing trash from the property.

Serving Alcohol:

Wine and beer may be served at the Barnes Museum with the approval of the Library Board of Directors only if the sponsoring organization, sponsoring individual or licensed catering / serving vendor obtains liquor liability or host liquor liability insurance satisfactory to the town attorney's office at least four weeks prior to the event (see attached Municipal Policy).

Liquor in addition to wine and beer may be served if the sponsoring organization is a restaurant or caterer with a valid Connecticut liquor license. That sponsoring organization will submit a valid liquor license and insurance allowing it to serve liquor in addition to wine and beer satisfactory to the town attorney's office at least four weeks prior to the event (see attached Municipal Policy).

Application to Rent the Barnes Museum

Organization: _____

Representative: _____

Title of Representative: _____

Phone Number: _____

Email: _____

Description of Event: _____

Date of Program: _____

Time of Start: _____ Time of End: _____

Expected Attendance: _____

Is the Organization a restaurant or caterer with a valid Connecticut liquor license? Yes ____ No ____

Will wine and/or beer be served? Yes ____ No ____ (If yes, see requirements above)

Will liquor other than wine and/or beer be served? Yes ____ No ____ (If yes, see requirements above)

This form must be submitted at least six weeks prior to the date of the event.

Mail to:

The Barnes Museum
85 North Main Street
Southington, CT 06489

Questions? Contact - Marie Secondo - 860.628.5426 - secondom@southington.org

ALCOHOL POLICY
ON MUNICIPAL PROPERTY

Beer and wine may be served at the Barnes Museum and Library with the approval of the Library Board of Directors, at the Gura Building Arts Complex with the approval of the Southington Community Cultural Arts Board of Directors, the Southington Historical Society building with the approval of the Historical Society Board of Directors, and the Calendar House with the approval of the Senior Citizens Commission, only if the sponsoring organization, sponsor individual or licensed catering / serving vendor obtains liquor liability or host liquor liability insurance satisfactory to the town attorney's office at least two weeks prior to the event. Any sponsoring organization or sponsor individual that elects to serve beer and wine at these properties shall be solely responsible for complying with all applicable laws. If at the Barnes Museum the sponsoring organization is a restaurant or caterer with a valid Connecticut liquor license, it may apply to the Library Board of Directors to allow it to serve liquor in addition to the beer and wine. That sponsoring organization will submit a valid liquor license and insurance allowing it to serve liquor in addition to beer and wine for the occasion.

User shall agree to maintain in force at all times during the contract/use of facility the following minimum coverages and shall name the Town of Southington as an Additional Insured on a primary and non-contributory basis to all policies. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-" VIII. In addition, all Carriers are subject to approval by the Town of Southington.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations	\$2,000,000
	Aggregate	
Liquor Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000