

All changes to reservations and arrangements for use of the facilities at Muscarelle Museum of Art must be made through Amber Pfenning, Financial & Administrative Coordinator at the Museum. No reservation is confirmed until this form is completed and approval is given by the Director of the Muscarelle Museum of Art. Cancellation must be in writing no later than forty-eight hours before the scheduled event. Any questions should be directed to Amber Pfenning at 221-2709.

Name of Event:

Type of Event:

Date of Event:

Set-Up, Start, and End Time:

Needed Equipment (Chairs, Tables, Podium, Etc.):

Name of Organizer:

Expected Number of Guests:

FEES:

Rental Fee:	College related rental =	\$
	Non-William and Mary =	\$
Security Charges:	# Guards x \$50 x hours =	\$
Parking Fees:	# of Spots 0 x \$1 =	\$
Housekeeping Fee:	\$200 =	\$
	TOTAL =	\$

Only our two approved caterers may be used for your event.

The Catering Company

Toll Free: (800) 422-8011

williamsburgoccasions@gmail.com

www.williamsburgoccasions.com

William & Mary Catering Services

wmconf@wm.edu

Set up arrangements must be made through William & Mary Facilities Management or by a designee from your department. For non-W&M events, contact Williamsburg Event Rentals, 565-0982, for needs (tables, chairs, linens, etc.) not provided by your caterer. The event caterer should contact Amber Pfenning to discuss other needs.

Reservations are contingent upon the acceptance of the terms and conditions on the reverse side of this form by the contact person and the group. No reservation will be confirmed without the original authorization signature of the agent responsible for the event.

TERMS AND CONDITIONS:

All terms and conditions are subject to change for each exhibition to ensure compliance with lender agreements and appropriate stewardship of works on display based on the judgment of the professional staff of the Museum.

Please provide a copy of the Terms and Conditions to your caterer.

Available nights and weekend evenings. Some stipulations in regards to numbers, spaces and catering may apply depending on the current exhibition. Security must be present during the function to insure the safety of the Museum’s contents, building and visitors. Guard staff will be stipulated and scheduled by the Museum.

Under no circumstances may anyone enter a secure area of the Museum without being accompanied by security or member of the Museum staff.

Museum staff must approve and supervise the moving and set-up of furnishings in the galleries. The event planner should be at the Museum for set-up and provide a diagram for the Museum representative in advance of the event.

Permission for photography is at the discretion of the Director, and per individual exhibition agreements.

Potted plants are prohibited in the Museum. Cut flower arrangements are permitted.

No running, no playing, no touching of art objects will be allowed in the Museum. Smoking is prohibited throughout the Museum.

Policies regarding live or recorded music vary depending on the current exhibition stipulations. It is the responsibility of the event organizer to gain any necessary copyright permissions for public performance of live recordings.

For non-William and Mary events, a deposit of 50% of the estimated total cost will be required two weeks in advance of the event in order to confirm the reservation.

The authorized agent for the event assumes liability for any damage to art or Museum property as a result of action caused by the authorized agent’s guests or personnel. The authorized agent or his or her designee must be in attendance throughout the event.

The Museum must approve all catering arrangements. The Museum DOES NOT ALLOW the use of candles, sterno or any other open flame. Heat-producing appliances must be approved by the Museum. Red wine is prohibited in the Galleries. All Champagne bottles must be uncorked in the back room.

CLEAN UP IS THE RESPONSIBILITY OF THE AUTHORIZED AGENT. All rental items must be picked up immediately after the event or the authorized agent or designee may store items in the receiving area of the loading dock, only with permission of Museum staff for up to 24 hours after the event. All food items, garbage, and bottles must be disposed of in the dumpster across from the Museum’s loading dock or removed from the Museum’s premises the night of the event. FAILURE TO COMPLY WITH THE CLEAN UP POLICY WILL RESULT IN AN ADDITIONAL \$100 MAINTENANCE CHARGE.

ALL EVENT PARAMETERS AND STIPULATIONS ARE SUBJECT TO CHANGE BASED ON THE RESTRICTIONS OF THE EXHIBITIONS ON DISPLAY AT THE TIME OF THE EVENT.

I HAVE READ AND WILL ABIDE BY THESE TERMS AND CONDITIONS.

Authorized agent’s signature: _____ Date: _____

Return the completed form to the Muscarelle Museum of Art. Please note the reservation form must contain an original signature, a copy of this form will be faxed to you once approved by the Museum Director.

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FOR MUSCARELLE MUSEUM OF ART OFFICE USE ONLY

Approved: _____ Date: _____
Amber Pfenning

Approved: _____ Date: _____
Director of Muscarelle Museum of Art

Noted on Museum Calendar _____ Date: _____