

Bowers Museum
Museum Rental Policies & Guidelines

Museum

The Bowers Museum is a venue for a variety of special events such as wedding receptions, elegant dinners, corporate cocktail parties, charity galas, and holiday parties.

All facility renters must become Museum members at the Seventy Five Dollar (\$75.00) Active level, or above.

If you become a Corporate Member for an annual cost of Two Thousand Dollars (\$2,000.00) or more, than one Facility Rental Fee is waived (the facility rental fee is fifty percent (50%) of your total facility rental costs). This 50% discount does not apply to weddings or exhibit viewing. However, you will be required to pay all Security, Maintenance, and all Catering related fees.

A separate Facility Rental contract will be sent by the Museum for rental of Museum space. Catering will send a contract for all food and beverages.

Availability

The Museum is generally available for rental, Tuesday - Sunday between the hours of 8:00 a.m. and 11:00 p.m. Monday rentals are billed at the museum highest rate which is \$600.00 an hour, plus an additional One Thousand Dollars (\$1,000.00). Special events cannot be scheduled in some areas of the Museum during normal gallery hours. All events are scheduled within the discretion of the Museum. Every effort will be made to accommodate requests. **The selection of a date does not itself hold that date indefinitely.** The Museum may hold requested date up to two weeks from initial contact with the Special Events Office. In order to reserve an event date, a deposit equal to fifty percent (50%) of all quoted rental fees must be paid and the Facility Rental Agreement must be signed.

Damage Deposit

Upon execution of the Facility Rental Agreement, renter shall provide to the Museum a valid credit card to be held for a general damage deposit. Should damage occur to the premises, the renter's credit card will be charged, and the Museum will forward a detailed accounting of such charges to the renter. If the renter's card is not valid, the renter will be billed for such damages, which will include an additional administrative service charge of ten percent (10%), of the total balance due. Should the premises be left in good condition, the renter's credit card will not be charged.

Should excessive damage occur, such items will be documented and invoiced to renter. Payment of such excessive damage is required within thirty (30) days. Should the renter question such charges, they should contact the Special Events Office at 714-567-3623.

Cancellations

The Rental Deposit is non-refundable under all circumstances. The Museum retains the option to cancel an event should the renter fail to comply with any of the provisions contained in this Facility Rental Agreement and the "Facility Rental Policies & Guidelines" for Special Events.

Public Relations

All printed materials, media announcements and other public relations communiqués relating to the event are subject to the approval of the Museum before they are in the final printing and/or distribution stages. If materials such as maps are required, with advance notice, the Museum will endeavor to provide such material as is available.

Staffing

Catering, decorating, audio/visual equipment and operation are not part of the basic Facilities Rental Agreement and must be arranged directly with the provider of such services and paid in accordance with their policies. As part of the facilities rental fees the Museum provides security (Museum's entire building & Courtyard) and custodial staff appropriate to the event. For groups larger than 300, an additional security cost will be added. The Museum Services Department will estimate this cost.

Catering and Alcoholic Beverages

The Museum reserves the right to determine the areas where food and drink service is permitted. All food and alcoholic beverages will be made available to the renter via the Museum's restaurateur, Tangata, and catering staff. All catering costs are separate from Museum charges. For Food and Beverage please call Patina Catering, at 714-567-3630.

Catering professionals only provide service of alcoholic beverages. Alcoholic beverages may not be served to minors. The general sobriety of guests is the responsibility of the renter. Public intoxication or other disorderly conduct, which jeopardizes the Museum, will not be tolerated and will be dealt with by the Museum Security staff. **Note: The service of red wine and grape juice at any event in carpeted areas of the facility is prohibited. Smoking is also prohibited inside the Museum.**

Set-Up, Decorations and Entertainment

For large events utilizing certain areas of the facility, a walk-through with all involved parties (Caterer, Rental Company, Florist and Special Events Office) is required, and must be scheduled at least one (1) week in advance of the event. The Museum requires 48-hour notification of any event changes. On the day of the event, set-up must begin no earlier than two (2) hours before the event. All deliveries must be scheduled with the Special Events Office two (2) week in advance. For Events that take longer than (2) hours to set-up, an additional fee will be charged.

Rules for Special Events: Nothing can be taped, stapled, nailed or attached to any part of Museum property, only freestanding equipment or decorations may be used. This equipment must be itemized and a copy presented to the Special Events Office *prior* to the date of the event. **ALL DÉCOR AND OR EQUIPMENT MUST BE PICKED UP THE NIGHT OF THE EVENT OR SPECIAL ARRANGEMENTS NEED TO BE DISCUSSED WITH THE SPECIAL EVENTS OFFICE. Museum property, such as plants and pots may not be moved. Rose Petals, Butterflies and Bubbles may be used at Weddings in the Key Courtyard outdoor area only. Candles must be enclosed in proper holders. NO SPARKLERS, BIRD SEED OR RICE.**

Special lighting and audio/visual equipment: No lighting can be installed unless installed by a

professional lighting company authorized by the Special Events Office. Should any special electrical needs be required, the Museum must be notified at least two (2) weeks in advance. Electrical circuits are limited and special equipment requires prior approval of the Special Events Office or Maintenance Office.

Musical performances and other entertainment may take place only in certain areas of the Museum. No entertainers may perform in the gallery areas without prior consent of the Registrar and Special Events Office.

Break-Down and Clean-Up

Breakdown must occur immediately after the event and all rental and decoration items must be removed. Renter and Caterer will ensure thorough clean up, including depositing all trash in the correct containers or carrying it away. **In the event of non-compliance, the Museum will reserve the right to remove these materials at the renter's cost and liability. At the end of the event, break down must be completed within 1½ hours. Events that require a longer break down time will be charged an additional fee.**

Weather Back Up

Should rain, wind or other inclement weather occur on the day of an event being held in the Museum Courtyard or on the upper and/or lower patios of the Museum's Restaurant, Guests will be moved inside to the Tangata Restaurant.

This applies to *small* event consisting of less than 200 guests. Events containing more than 200 guests will be moved to appropriate indoor areas when available.

Security

Museum security applies to the Museum's entire building & Courtyard. The Museum *does not* provide security for its parking lots.

For an additional fee, should your event take place during non-regular business hours, the Museum will provide a parking attendant. The fee for such parking lot attendant is Seventy Dollars (\$70.00).

However, the parking lot attendant's presence, whether during regular business hours, non-regular business or during your event, *is not Security*, and must not be misconstrued as such. The attendant's presence during such times is to help direct the cars and to collect the vehicle parking lot fee (when applicable).

All patrons assume the risk of any loss when they choose to park in any of the Bowers Museum parking lots. The Bowers is *not* responsible for any damage or loss to any automobile that is parked in any of their lots.

This information should be passed on to all of your guests.

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