

The Schiele

Museum of Natural History

A Natural Adventure

FACILITY RENTAL AGREEMENT 2022

I understand and accept the terms included in The Schiele's Facility Rental Policy, Guidelines and Fees schedule (attached hereto and made part thereof), and I understand that these terms are subject to change at the discretion of The Schiele.

I further agree to indemnify and hold harmless the City of Gastonia, Trustees of The Schiele Museum of Natural History and James H. Lynn Planetarium, Inc., and all officers, directors, employees and associates of those groups from any and all liability, loss, cost or damage resulting in any way from my rental or use of The Schiele. Insurance certificates as required from caterers are to be sent to Schiele Rental Office.

I take full responsibility for all materials rented or otherwise used on Schiele property and for their proper disposition. I take full responsibility for any and all liabilities, loss, cost or damage resulting in any way from my rental or use of The Schiele. I also take full responsibility for the behavior of my guests.

Event Date: _____ Event Start Time: _____ Event End Time: _____

Rental Type: _____ Area Rented: _____ # Guests Expected: _____

Caterer: _____ Caterer Contact Info: _____

**Tables & Chairs Rentals are required to be leased from
Creative Solutions Special Events 704.825.8701**

Name: _____

Address: _____

Email: _____ Best Phone #: _____

Areas Leased and Quoted Price:

Accepted	Area	Price
	Museum event space & exhibits	\$2800
	Environmental Studies Center	1750
	Wells Fargo/Kimbrell Room	875
	Farm	1750
	Torrence Roof Top	300
	Lobby	875
	Lynn Planetarium	650
	Auditorium	700
	Early Childhood Classroom	175
	Additional Hours beyond 4	150

Signature: _____

Please return signed forms **within two weeks** of making reservation:

Renter's Initials _____

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SMNH

FACILITY RENTAL POLICY 2022

In accordance with the “Lease for After Hours Operation of the Museum Facilities,” agreement between the City of Gastonia and the Trustees of The Schiele Museum, Inc., dated December 1, 1992, rental usage of the museum facilities after public hours is under the direction of The Schiele Museum President as the CEO of the Trustees of The Schiele Museum, Inc. During regular operating hours rental usage of the museum is under the direction of the Museum Director as a department head with the City of Gastonia.

The Schiele will be open to the public as an educational institution, in accordance with The Schiele’s mission statement; no rental activity can interfere with the daily activities and operation for that purpose.

The priorities of renting The Schiele will be to provide additional revenue and to supplement service to the community.

General Policy

- All employees for events must be employed by the Trustees of The Schiele Museum or the City of Gastonia.
- The Trustees of The Schiele Museum shall maintain a liability insurance policy to cover rental events and employees.
- All federal and state laws and city ordinances are to be observed.
- Users of the facility will not be discriminated against because of sex, race, religion, or nationality.
- Scheduling will be on a first come-first served basis within priority classes.
- The renter must deposit half of the rental fee to hold the event date.
- The Schiele Museum buildings may not be used for religious ceremonies. (Weddings are considered to be a civil ceremony.)
- Buildings and exhibits are not to be compromised to accommodate renters.
- Sales or fundraising activities are not allowed except for the benefit of The Schiele.
- The Schiele may not be used as a regularly scheduled meeting site unless the organization is affiliated with The Schiele and its mission.
- All fees are to be published as public information and copies provided by request.
- Procedures and fees are subject to annual review by the Museum Director.

Renter’s Initials _____

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RENTAL REGULATIONS

Catering Responsibilities

Caterers must file a copy of their Health Department license and liability insurance certificate with The Schiele no less than five days prior to the event.

Caterers may arrive in the loading dock and kitchen areas prior to the closing of the museum, but no set-up in the public areas shall start before 4:00 PM without prior consent from the Rental Coordinator.

The Schiele provides a preparation kitchen, but does not supply any utensils. Stove, microwave, dishwasher, and refrigerator may be used. All appliances, floors, counters and sink areas are to be cleaned before leaving the premises. Failure to do so will result in additional clean-up fee for renter.

All trash is to be removed from the building. The Schiele's dumpster can be utilized by the caterer. No food or beverages are to be left behind in the kitchen or loading dock. Foods and beverages containing strong staining ingredients are discouraged. (Please do not use red liquids or food containing red food coloring.)

Only areas designated by the event floor plan and by the Rental Coordinator are to be utilized by the caterer.

The Schiele will accept deliveries from vendors the day of the event. All such items are to be removed on the next business day. The Schiele will not be responsible for items left.

Renter Responsibilities

A contract must be signed by a legally responsible party who must be at least 21 years of age.

The user is responsible for all guests, caterers and vendors associated with the event and shall abide by the rules set by The Schiele. Any damage is the liability of the renter and may result in additional charges.

Decorations may not be applied to The Schiele's columns, walls or hung from the ceiling. Outside decorations, banners and signs are not allowed. No decorating may start before 4:00 PM on the day of the event without prior approval. **No movement of museum displays is allowed.**

Due to our buildings, landscape, and love of nature...no rice, birdseed, or sparklers are allowed.

All plans and arrangements are to be reviewed and approved by the Rental Coordinator.

Renter's Initials _____

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User generated publicity about an event shall be approved by the Rental Coordinator.

It is the responsibility of the user to check with Schiele staff about building condition and final arrangements before leaving the premises.

Alcoholic Beverages

No alcohol may be consumed or served during general public hours. After hours consumption will be determined by Rental Coordinator's schedule.

A **Limited Special Occasion permit** must be obtained by the user from the North Carolina Alcoholic Beverage Commission for \$50. <https://abc.nc.gov/Permit/QualificationLSO/>

Users should plan on 6 weeks to obtain this permit. A copy of this permit should be submitted to the Rental Coordinator at least 24 hours prior to the event. All North Carolina laws and rules are to be observed.

Guests are not permitted to leave the building with an open beverage.

Alcohol must be removed from the premises immediately after the event.

Schiele personnel employed by the rental event are not allowed to consume or serve alcoholic beverages.

Safety and Security

Security level for each event will be determined by the Museum Operations Supervisor and billed to the renter accordingly.

No smoking in the Schiele Museum and within 25 feet of museum entrances.

Candles may be used if contained in glass shields or lanterns. Type of fixture and locations must be approved.

Decorations must not be placed in a manner to impede traffic flow or block and exits.

Electrical devices must be approved by the Museum Operations Supervisor for safety and electrical demand.

Disruptive behavior will not be tolerated. Rental Coordinator may close the event at their discretion and/or call City Police.

Reservation Fee

Fifty percent (50%) of the rental fee is due when your Facility Rental Agreement is signed and returned to the rental coordinator. This will reserve the space and lock in the date of your event. The final balance is due 14 days before your scheduled event.

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Cancellation

Should a cancellation occur, the following terms will apply:

Up to 30 days prior to the event – full refund, excluding transaction fee.

29 days to two weeks (14 days) prior to the event – 50% refund, excluding transaction fee.

13 days or less prior to the event – NO REFUND.

Overtime Fees

Should your party run over the allotted four hours of time, a charge of \$150.00 per hour will be added to the total. Receptions generally take approximately 1 ½ hours of set-up and 1 ½ of clean-up. Certain events may require additional time, which must be approved by the rental coordinator.

Area Restrictions

Certain areas are off-limit for food and drinks. Please ask the rental coordinator for details. Smoking is not permitted inside The Schiele or in any outdoor exhibit area or nature trail.

I agree to follow the guidelines listed above.

Name (Printed) _____

Signature: _____

Date of Event: _____

Renter's Initials _____

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A Nature Culture **Vendor List**

Catering	
	Guilty Pleasures Catering Greg Simpson 729 E Garrison Blvd, Gastonia, NC 28054 (704) 865-7100 www.guiltypleasuresbakeshop.com
Jackson's Catering 304 N. Main Street Clover, SC 29710 TEL 803-222-7767 JACKSONSKITCHEN@GMAIL.COM	Shane's Rib Shack 3660 E Franklin Blvd. Gastonia, NC 28056 (980) 229-6402 catering@shanesofcarolinlinas.com
Queen City Catering Company 601 Calvert Street Charlotte, NC 28208 704-305-7778 www.QCatering.com	Tex-Mex Backroads Grill 5316 Union Rd Gastonia, North Carolina 28056 (704) 861-0003 www.facebook.com/Tex-Mex-Back-Road-Grill
Beer & Wine	
Grape and Barley 1933 Hoffman Rd Suite 4 Gastonia, NC 28054 (704)864-2718 info@grapeandbarley.com	
Florists	
Carey Roberts Design Co. Carey Roberts 704-718-6987 carey@careyrobertsdesign.com www.careyrobertsdesign.com	Music Heartstrings String Quartet Julie Bird (704)829-9251 hedline@carolina.rr.com
Pink Petunia Designs Penny Dameron 704-689-5811 penny@pinkpetuniadesigns.com www.pinkpetuniadesigns.com	Precious Times Events www.precioustimesevents.com (704)562-2568 Carla Ballard
Valet Parking	
Park Inc. 704-377-1755 parkinc.com	Creative Solutions Special Events* Shannon Thomas 704.825.8701 sthomas@csspecialevents.com http://www.csspecialevents.com/

* Indicates sole source vendor.

These companies have provided either a good quality service to the Schiele Museum of Natural History or to one of our clients and as such are recommended and endorsed as companies that can assist you with your event. With the exception of Creative Solutions these companies are suggested and you are free to seek out additional vendors to assist with your event.

Renter's Initials _____