



FACILITY RENTAL AGREEMENT

I understand and accept the terms included in The Schiele Museum’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 The 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: _____

Name: _____

Address: _____

Email: _____ Best Phone #: _____

<i>Initial to Accept</i>	<i>Rental Venue</i>	<i>Rental Fee</i>	<i>Rental Hours</i>
	Museum Event Space & Exhibits*	\$3800	4 hours
	Environmental Studies Center	\$2800	4 hours
	Wells Fargo/Kimbrell Room	\$1500	4 hours
	Lobby/Courtyard	\$1650	4 hours
	Auditorium	\$800	4 hours
	James H. Lynn Planetarium <small>*Can also be added to Museum Event Space for additional cost</small>	\$650	2 hours
	Additional Hours	\$250	Per hour

Signature: _____

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

Renter’s Initials _____

FACILITY RENTAL POLICY

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 Board 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 event staff 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 civil ceremonies.)
- 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 _____

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 immediately after the event. 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.

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.

Renter's Initials _____

Alcoholic Beverages/ABC license or permit

Renter is required to provide an ABC permit if alcohol is served during your event.

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.

Alcohol can only be served to persons age 21 or older.

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.

Alcoholic beverages – beer, wine, liquor – must be served using ABC guidelines.

Alcoholic beverages, other than those served by the event hosts or caterer, are NOT allowed to be brought onto the premises, served or consumed in the parking lot, restrooms, or anywhere inside the event center.

Catering staff or a bartender hired for this purpose are responsible for taking steps to ensure that underage attendees are not served and that guests who are of drinking age are not overserved.

Alcoholic beverage service must stop 30 minutes prior to the event ending.

Safety and Security

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

No smoking or vaping in The Schiele Museum or 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 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.

Renter's Initials _____

Non-Profit Rental Fees

Non-profits with proof of IRS non-profit status will receive a 25 percent discount on rentals that are not for the purposes of fundraising. (Minimum Rental Fee of \$250.00) Non-profits engaging in fundraising efforts are welcome to use the Schiele Museum facilities at the normal rental rates.

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.

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 \$250.00 per hour will be added to the total. Receptions generally take approximately 1 ½ hours of set-up and 1 hour of clean-up. Certain events may require additional time, which must be approved by the rental coordinator.

Area Restrictions

Certain areas are off-limits for food and drinks. Please ask the rental coordinator for details. Smoking and/or vaping are not permitted inside The Schiele or in any outdoor exhibit area including The Nature Trail.

I agree to follow the guidelines listed above.

Name (Printed) _____

Signature: _____

Date of Event: _____

Renter's Initials _____

Vendor List

CATERING	
<p>Tex-Mex Backroads Grill 5316 Union Rd Gastonia, North Carolina 28056 (704) 861-0003 www.facebook.com/Tex-Mex-Back-Road-Grill</p>	<p>Guilty Pleasures Catering <i>Greg Simpson</i> 729 E Garrison Blvd, Gastonia, NC 28054 (704) 865-7100 www.guiltypleasuresbakeshop.com</p>
<p>Jackson's Catering 304 N. Main Street Clover, SC 29710 (803) 222-7767 jacksonskitchen@gmail.com</p>	<p>Shane's Rib Shack 3660 E Franklin Blvd. Gastonia, NC 28056 (980) 229-6402 catering@shanesofcarolinlinas.com</p>
<p>Queen City Catering Company 601 Calvert Street Charlotte, NC 28208 (704) 305-7778 www.QCcatering.com</p>	
FLORISTS	
<p>Carey Roberts Design Co. Carey Roberts (704) 718-6987 carey@careyrobertsdesign.com www.careyrobertsdesign.com</p>	<p style="text-align: center;">MUSIC</p> <p>Heartstrings String Quartet, Julie Bird (704) 829-9251 hedline@carolina.rr.com</p>
<p>Pink Petunia Designs Penny Dameron (704) 689-5811 penny@pinkpetuniadesigns.com www.pinkpetuniadesigns.com</p>	<p>Precious Times Events Carla Ballard (704) 562-2568 www.precioustimesevents.com</p>
PHOTOGRAPHY	
<p>Image Source Commercial Photography and Video Corporate Events & Headshots Dodie Huffman, Owner/Photographer www.imagesourcegroup.com</p> <p>Allure Wedding Photography & Video Dodie Huffman, Owner/Photographer www.allureweddingphotography.com</p>	<p>Party Reflections 704.332.8176 www.partyreflections.com/</p>

These companies have provided excellent 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.

Renter's Initials _____

CHECK LIST

Rental Agreement _____
(Need at least a week before scheduled event)

Deposit _____
(Need to secure date)

Caterers Insurance _____
(Need at least a week before scheduled event)

Alcohol Permit _____
(Need at least a week before scheduled event)

Renter's Initials _____