



## SAN MATEO COUNTY HISTORY MUSEUM'S EVENT RULES AND REGULATIONS

### 1. OPEN TO THE PUBLIC

- The Museum is open to the public for a fee from 10am until 4pm Tuesday thru Sunday.
- The San Mateo County History Museum (Museum) is available for rent 7 days a week. The Museum is closed on Thanksgiving and Friday, the day after Thanksgiving, Christmas, New Years and Independence Day.
- The public has the right of way at all times during public hours.

### 2. CATERING

- Use of a catering company on our approved list is highly recommended. Outside catering is only allowed at the discretion of the Museum Event Coordinator and will result in an additional fee of \$750.00.
- Caterers may begin their set up prior to 4pm in agreement with the Museum's Event Coordinator.
- Caterers are responsible for clean up of the catering kitchen and may use the mops and brooms provided by the museum. All service personnel must be covered under the caterer's workman's compensation insurance. The caterer is responsible for bringing plastic bags to carry out their garbage. The dumpster is at the rear of the building.
- The Client, caterer and Museum's Event Coordinator will go on a walkthrough one month prior to event.
- The Client and Caterer are responsible for table and chair, place setting and linen rental.
- Set up and tear down is the responsibility of the Caterer. All rental items must be placed in storage area at the end of the event. These items must be picked up by rental company no later than the following Monday at 3pm.
- No open flame cooking (*i.e. Bar-B-Que*) allowed inside or outside of the building.

- The Museum strictly adheres to the Alcoholic Beverage Control rules. Alcohol is not permitted in public areas prior to closing time. Alcohol cannot be sold on premises without permit to sell.

### 3. RENTING OF FACILITY

- The facility capacity is 400. *(May be decreased depending on function)*
- The Museum's Event Coordinator shall receive the floor plan at least two weeks before the event.
- The Museum's Event Coordinator shall receive a list of the vendors to be used at least two weeks before the event.
- In-house audio visual equipment may be rented.
- The Museum is not responsible for any items left inside the building after an event.
- The Museum will accept deliveries, but, is not responsible for checking or counting items or insuring their safety.
- Smoking is not permitted in the museum at any time.
- Event Liability Insurance is required naming the San Mateo County History Museum as additionally insured in the amount of \$2,000,000.00. It must be received by the Museum one month in advance of the event date with the final rental payment.
- The refundable security deposit of \$750.00 is required in advance and will hold the desired date for the client. Any damages or extra fees will be deducted from this deposit at the end of the event. The balance will be refunded by the museum.
- The Museum staff will not assist in loading, unloading or carrying any items.
- The Museum staff will be present during the event. The number of staff members will be at the discretion of the Museum's Event Coordinator.

### 4. DAY OF EVENT

- Event time is 8 hours.

### 5. DECORATIONS – FLORISTS – LIGHTING

- Decorations may not be permanently attached to any part of the Museum or propped up against the walls.
- No candles are to be used and no live plants are to be used. Cut flowers are allowed.

- **Florists are to deliver completed floral arrangements** to the Museum no earlier than 2:00 PM on the day of the event unless otherwise approved by Museum's Event Coordinator.
- Battery operated candles and lights are permitted. All decorations must be removed at the end of the event.

## 6. SECURITY ISSUES

- Museum staff is on duty at the Museum at all times. One Security Guard per 100 guests is required by the Museum and will be paid for by the Renter at current rate charged.
- The Museum security staff protects the Museum and its contents only. It does not guard attendees, important visitors or their property. Any person with a need for personal protection should be accompanied by his or her personal bodyguards.

## 7. RENTAL FEES

- Rental fees for the facility are listed separately and are agreed upon by the Renter and Museum's Event Coordinator.
- Payment in full is due 30 days prior to event date.

All responsible parties (*includes renters and vendors*) have read these rules and signed below. If these rules are not followed, the security deposit will be forfeited.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Museum Staff

\_\_\_\_\_  
Date