



Rental Contract
Information, Rates, and Guidelines for Day Rentals
Between the Hours of 9:00 AM & 5:00 PM
310 Cherry Street
Macon, GA 31201
478-743-8544

Reservations

Space at the Tubman Museum may be reserved for meetings and events by contacting the Tubman Guest Services Department at (478) 743-8544.

Classroom Rental fees:^{1,2,3}

The first-floor classrooms and second-floor conference room may be reserved Sundays through Saturdays for half-day (4 hours) or full day (8 hours) for meetings (including workshops, seminars, classes, baby showers and bridal showers). Contact the Tubman Guest Services Department at (478) 743-8544 for availability.

Classrooms First floor:

Half Day	\$300
Full Day	\$550

Richard Keil Center First floor:

Half Day	\$250
Full Day	\$400

Conference Room Second floor:

Half Day	\$300
Full Day	\$550

Room Capacity:

The rooms seat 26 at tables and 48 in theatre-style seating.

Classroom “A” First floor:

This room can be set up to seat 40 people at 5 round tables with 8 chairs at each.

¹Exhibits hanging on walls throughout the museum will **not** be removed.

²Additional time beyond the selected base rate is billed at \$75 per hour.

³Rental time periods do not include set-up or breakdown time. Ample time is provided without charge.

Each event rental will be provided with:

1. Warming Kitchen
2. Ice Maker
3. Prepping Area for Food
4. Chairs and tables

Deposits

Nonrefundable deposits are required to guarantee any and all reservations.

A signed and dated rental agreement is required to guarantee a reservation.

For rentals \$550 and under, a 20% deposit is required.

The remainder of the rental fee is due 10 days prior to the scheduled event. Any cancellation by the renter will result in forfeiture of the deposit. Any payments made by a credit card for which a refund is requested and approved, a service fee of 3.0% will be deducted.

Payment

Final balance of all fees associated with the facility rental is due **10 days prior** to the rental date. Failure to pay these fees as agreed will result in cancellation of the agreement and forfeiture by the renter of all payments received by the Tubman Museum. Cash, certified checks, and all major credit cards will be accepted as payment. Certified checks should be made payable to the Tubman Museum. Base rental rates include staffing, security and tables and chairs.

Event Restrictions

The facility must be left in the condition it was in prior to event or meeting. The Renter and all vendors must check-out with Tubman personnel before leaving the facility. All food debris and flowers must be disposed of. The Museum will not be responsible for any items left behind after the event and after the renter has checked out. _____(INITIAL)

Bartender Service

All events that serve alcohol must have a licensed bartender on the premises.

_____ (INITIAL)

At the completion of the event, approximately (1) hour is allocated to clear the building, or the renter will be subject to overtime fees. _____ (INITIAL).

There is no smoking of any kind in the Tubman Museum, including hookah. Food and drink are not allowed in the gallery areas. Vehicles must be in a parking space when not loading or unloading, no parking on the grass or sidewalks, no animals are allowed in the building except for seeing-eye dogs, no open flames, and no helium balloons.

_____ (INITIAL)

Additional time beyond the selected base rate is billed at \$75 per hour. _____ (INITIAL)

Event Set-up

The Tubman Museum will provide **a one-time complimentary set-up** of the Tubman Museum's tables and chairs according to the information provided by the renter via a diagram provided to the Tubman Museum. This set-up information must be provided seven (7) days before the rental and be approved by the Tubman Museum. All moving, set up, breakdown, and removal of tables, chairs, podiums, and displays must be handled by Tubman Staff unless arrangements are made with the Tubman Museum in advance.

Although sensitive to renter needs, the Tubman Museum reserves the right to assess a **\$300 charge for extensive use of Tubman Staff**. This includes but is not limited to multiple changes in set-up, assistance with multiple practice/trial runs, providing excessive labor during an event, and situations where Tubman Staff is utilized to perform services for unusual renter needs and requests. Payment is due the day of the event.

_____ (INITIAL)

Table decorations, linens, glassware, plates, and utensils are the responsibility of the renter or their selected vendors. The renter is also responsible for all arrangements with outside contractors for catering, photography, sound systems, and their set-up and breakdown.

Preferred Caterers

The Tubman Museum has identified three (3) preferred caterers that we recommend for events and meetings at the Tubman Museum. The renter may elect to use another caterer of their choice – but they **MUST** be licensed, insured, and pre-approved by the Tubman Museum.

1. Donie Hogan – Catered Events 478-960-1195
2. Chef Michael SDR CHEF SERVICES – Contact Michael 678-873-1096
3. Chef Collier – 478-508-2859

Bartender Service

IF ALCOHOL IS SERVED, THERE MUST BE A LICENSED BARTENDER SERVING

Renter hereby agrees to indemnify and hold harmless the Tubman Museum from any damages, actions, suits, or claims arising out of or in connection with any damage to property or any injury caused to any person (including death) relating to the sale, furnishing, or service of alcohol at the Event and will be responsible for any cost, including attorney fees, incurred by the Tubman Museum in defending any claim of such nature. _____ (INITIAL)

Suggested Bartender Services

1. Kimberly Talley (Cheers Entertainment) 478-456-0545

Cheers Entertainment is responsible for all alcohol brought on the premises and accepts full responsibility for any possible liability therefrom.

Decorations

No helium balloons, glitter, or confetti are allowed in the Tubman Museum. Nothing is to be attached to the walls, ceiling, floors, or furniture. Any exterior decorations or signs must be approved in advance by the Tubman Museum. **No candles or exposed flames are allowed at any time**. Garden cuttings present the possibility of insect infestation and must likewise be avoided; greenhouse fresh flowers are permitted after inspection by Tubman staff. _____(INITIAL)

Contractual Commitment

This contract, made and entered into this _____ day of _____, in the year _____, by and between Tubman African American Museum and _____ (the "Renter(s)"), for the rental and use of the grounds and premises known as The Tubman Museum, located at 310 Cherry Street, Macon, Georgia.

A signature below indicates that you have read and understand the policies and guidelines outlined in this document and the fees, standards, and additional fees **that may need to be paid.**

Renter

Tubman Museum

Date

Date