



**Rental Contract**  
**Information, Rates, and Guidelines**  
**Museum Closure & Evening Rentals**  
**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.

The Tubman Museum can accommodate rental events (including dinners, receptions, weddings, reunions, dances, lectures, and concerts).

The primary event spaces in the building are the first-floor rotunda and the second-floor balcony. **There are several options available for event rentals:**

<b>Rental Fee</b>	<b>Location<sup>1</sup></b>	<b>Event Duration<sup>2</sup></b>	<b>Restrictions</b>
\$1,350	2 <sup>nd</sup> Floor Balcony Only	Four (4) hours	The event starts after 5 PM
\$1,650	2 <sup>nd</sup> Floor Ballroom	Four (4) hours	The event starts after 5 PM
\$2,650	2 <sup>nd</sup> Floor Ballroom	Six (6) hours	The event starts after 5 PM
\$3,650	2 <sup>nd</sup> Floor Ballroom & Balcony	Six (6) hours	The event starts after 5 PM <sup>3</sup>
\$3,150	1 <sup>st</sup> Floor Rotunda Only	Six (6) hours	The event starts after 5 PM
\$3,650	1 <sup>st</sup> Floor Rotunda & 2 <sup>nd</sup> Floor Balcony	Six (6) hours	The event starts after 5 PM <sup>3</sup>
\$4,150	1 <sup>st</sup> Floor Rotunda & 2 <sup>nd</sup> Floor Balcony	Six (6) hours	<b>Museum Closure<sup>3</sup></b>

<sup>1</sup>Exhibits hanging on walls throughout the museum will not be removed.

<sup>2</sup>Rental periods do not include set-up and breakdown time. Ample time is provided, without charge, for set-up and rehearsals for a Wedding Party.

<sup>3</sup>Dressing rooms: Bride 2nd floor conference room, Groom 1st floor Richard Keil's Center.

Each event rental will be provided with the following:

1. Warming Kitchen
2. Ice Maker
3. Two (2) Classrooms (1<sup>st</sup> floor rentals)
4. Prepping Area for Food
5. 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 over \$1000, a \$500 deposit is required.

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

### **Property Damage**

A **\$250.00 refundable property damage deposit** is required, along with the rental deposit as outlined above. If the Tubman facility or property is damaged during the event, you will receive an invoice for damages within ten days of your event to replace, restore, or repair. It is the renter's responsibility to pay within ten days of receipt of Tubman Museum's request for any additional charges that exceed the deposit of \$250.00. If no damage is found, \$250.00 will be returned to the renter within five business days.

Please note any items remaining at the Tubman Museum after the completion of the event will be discarded by the Tubman Museum after ten (10) business days.

\_\_\_\_\_(INITIAL)

### **Overtime Fee**

A **\$250.00 refundable overtime deposit** is required, along with the rental deposit as outlined above. If the event does not exceed its allotted time period, \$250.00 will be returned to the renter within five (5) business days.

\_\_\_\_\_(INITIAL)

### **Payment**

The final balance of all fees associated with the facility rental is due **ten 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.

### **Museum Event Capacity**

The Rotunda (1<sup>st</sup> Floor): The Rotunda seats up to 250 banquet-style seats, up to 350 in theatre-style seating, and up to 400 for a standing reception.

The Balcony: Standing receptions for up to 150 people with unobstructed views of the Rotunda below. Seated event up to 120 people.

### **Event Restrictions**

All events must end by **Midnight**.

The Tubman Museum is open to the public from 9:00 A.M. to 5:00 P.M. on Tuesdays through Saturdays. Events and event set-ups on business days cannot begin until the museum **closes at 5:00 PM**. However, approved caterers may be granted access to the loading dock, catering kitchen, and adjacent prep area as early as noon if there are no other activities taking place in these spaces. On Sundays and Mondays, when the Museum is closed to the public, events and/or event set-up can start at 11:00 A.M.

If you request that the museum be closed (see fee schedule) for the event, setup may begin at 9 A.M. **The Event Is Still Based On a Six (6) Hour Rental**. Example: Entry to the building is scheduled for 9 AM – the event starts at 3 PM – it must be completed by 9 PM – and cleaned by 10 PM (or subject to additional fees).

The facility must be left in the condition it was in prior to the event or meeting. Before leaving the facility, the Renter and all vendors must check out with Tubman personnel. All food debris and flowers must be disposed of off-site and taken by the renter or caterer on the event day. The Museum will not be responsible for any items left behind after the event and after the renter has checked out. \_\_\_\_\_(INITIAL)

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 \$250 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 prior to 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 **\$100 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 in any way 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** except briefly during the wedding ceremony. 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