

WELCOME TO THE BAY AREA MUSEUM



BAY AREA MUSEUM

*A community service project sponsored by the
LUNAR RENDEZVOUS FESTIVAL*

PARTY/EVENT PACKAGES

- ◆ **HOST A PARTY/RECEPTION OR DINNER**
- ◆ **HOLD AN EVENT OR CELEBRATION**
- ◆ **SCHEDULE A FORMAL OR INFORMAL MEETING**

We are pleased that you are considering Fletcher Hall of the Bay Area Museum for your event. We want you to know that the Bay Area Museum Receptionists are happy to work with you to ensure a memorable and pleasant event.

Enclosed in this packet is a copy of our building policies. In order to protect our old historic building, no smoking, dancing, or birdseed throwing is allowed. We ask that you do not move or alter the exhibits, pews, or walls.

Also included are letters and maps for you to give to your caterer, florist, and photographer.

Carefully read this packet and fill in information on pages 2 and 3 when booking a date. If you have any questions please do not hesitate to call the Museum Secretary.

Our office hours are:

Wednesday through Friday 12pm-5pm, Saturday 10am-4pm, and Sunday 1pm-5pm. Events can be booked any day or evening of the week and the building will be closed to the public during the event.

Event Date _____

BAY AREA MUSEUM REQUEST FOR USE OF FACILITIES

Security Deposit: Ck. # \$ _____ /_____/____ Returned: ____/____/____

Building Deposit: Ck # \$ _____ /_____/____

Balance Due: \$ _____ by ____/____/____ Security scheduled ____/____/____

Pd. In Full Ck # \$ _____ on ____/____/____

Name

Mailing Address

City, State and Zip Code

Home Phone Number

Business Phone Number

Email

Alternate Contact's Name and Phone Number

Event Information: _____

Month

Day and Date (i.e., Saturday, 22nd)

Arrival Time

Event Time: Start-End

Possibility of needing more time after designated time for clean up, etc. Yes ____ No ____

How many people will attend this event? _____

List of equipment to be used in this facility: _____

Services to be used: Caterer ____ Florist ____ Will alcohol be served? Yes ____ No ____

FEES

	<u>Amount</u>	<u>Date of Deposit</u>	<u>Amount Deposited</u>
Damage Deposit/Clean-up	\$100.00	_____	_____
Rental of Fletcher Hall*	\$300.00	_____	_____
Security Fee** (Minimum of four hours, any additional hours or Part of an hour will be charged at an additional \$25.00 per hour) Security will be contacted by Museum Secretary	\$100.00	_____	_____

Tablecloth rental available at \$10.00 each

Minimum Deposit Due at time of Reservation

Fletcher Hall:	\$150.00
Full Clean-up/Damage Deposit:	\$100.00

(Cash or Check Only – NO CREDIT CARDS)

*Balance of all monies must be received 2 weeks prior to event. INITIALS _____

**Fee must be paid to Security by Party prior to leaving event. INITIALS _____

On behalf of _____, we hereby accept responsibility for Any damages to the Bay Area Museum and/or equipment or other Museum property, and absolve the Bay Area Museum of responsibility for any injury to any individual incurred to the foregoing. We hereby accept responsibility for payment of fees indicated and understand that there may be Additional fees as a result of unforeseen circumstances in relation to the named event.

Signature

Date

From Houston

Take EXIT 25 toward FM-528/ NASA Road 1/ NASA/ ALVIN.

0.1 mi

Turn SLIGHT LEFT onto GULF FWY.

0.3 mi

Take the NASA ROAD 1 ramp.

0.2 mi

Merge onto NASA RD 1.

4.9 mi

Turn left into **Clear Lake Park**

Follow the road around to the Bay Area Museum, the small white building.

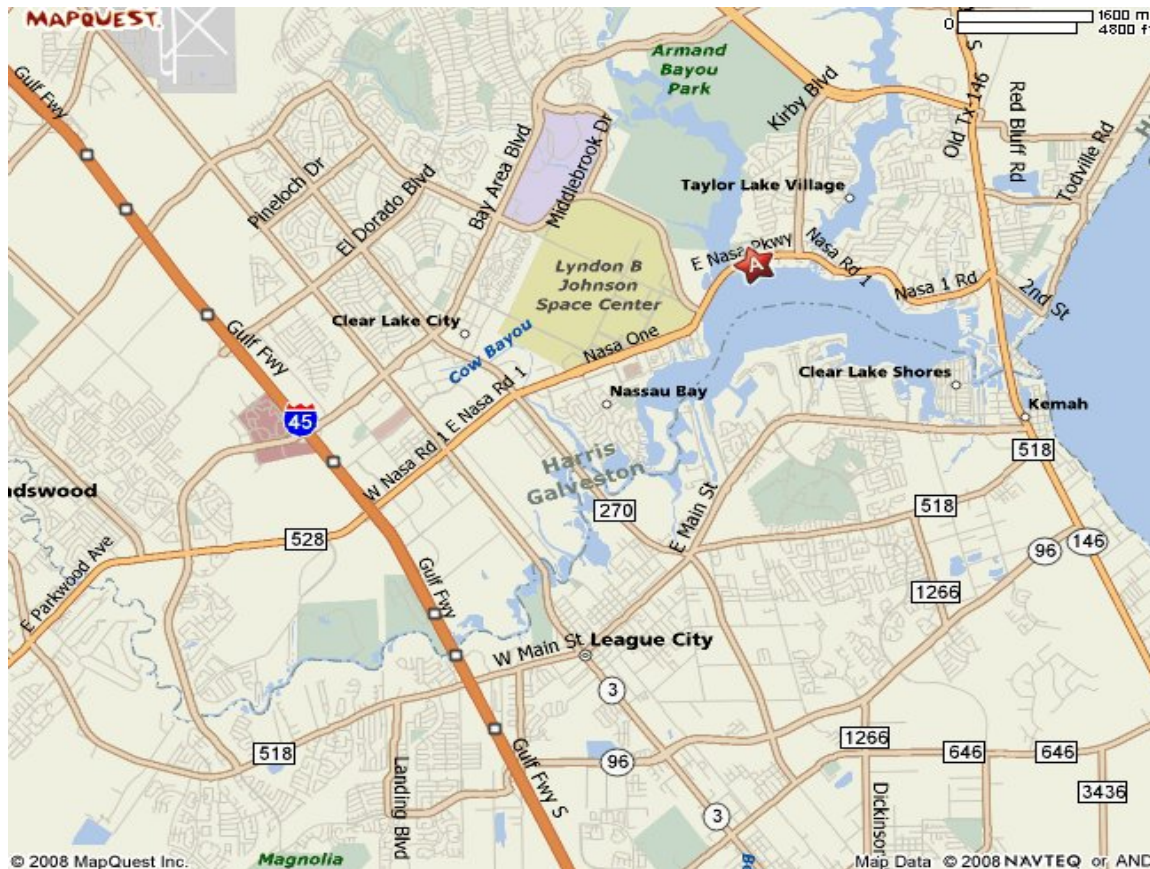
From Bayport / Highway 146

Turn onto NASA Road 1.

2.7 mi

Turn right into **Clear Lake Park**

Follow the road around to the Bay Area Museum, the small white building.



BAY AREA MUSEUM POLICIES

General Provisions

The Bay Area Museum will endeavor to provide Fletcher Hall for approved non-profit and community public service groups and/or organizations on a first-come first-serve basis. In order to be approved, a formal written request for utilization of facilities must be filed with the Museum Secretary and approved by the Museum Guild Board. This request must state the date, the duration, which facility, and the individual responsible for the event.

Reservation Finances

A deposit of one-half (1/2) the required amount must be made when the contract is presented to the secretary, we will then reserve the specified dates on our calendar. We will not reserve a date if a deposit has not been paid.

Cancellation Procedures

We require a signed statement of cancellation. The statement must include the date reserved, and a daytime contact name and phone number. Cancellations must be made at least sixty days prior to the event for the full reservation fee to be refunded.

Public Display of Art Work and Exhibits

The Museum will strive to provide for the continued use of space for art work and exhibits in Fletcher Hall. The appropriate Museum persons will determine the content and quality of artwork.

Food and Beverage

The Museum provides the use of Fletcher Hall only. In the event a caterer is used, the caterer must provide the glassware, silver, china, and/or paper goods. The kitchen is available for use, and should be left clean. The museum has a punch bowl, a domed coffee pot, 2 table-top candelabras which may be used. Several tablecloths are available for rental.

Alcoholic Beverages

Only wine, champagne, and/or beer will be allowed in Fletcher Hall. Sales of any type of alcoholic beverages are strictly prohibited. When serving alcoholic beverages a security officer is required. Arrangement for a security officer will be made through the Museum Secretary.

Damage Deposit

To protect against damage to the museum facilities, a refundable \$75.00 damage deposit will be required when a reservation is made for the use of the facilities. The Museum Secretary and Museum Guild Board, if necessary, will assess specific damage charges. **The use of birdseed , rice or confetti is forbidden because it destroys our landscaping.**

Set-up/Clean-up

- ◆ The Museum receptionist will open and close the facility. All events must end by 9:30 p.m. The gates to the park will be locked promptly at 10:00.
- ◆ The heating and cooling system will be adjusted in advance. Please report to the receptionist if you are uncomfortable.
- ◆ The Museum cannot be responsible for the set-up or breakdown of tables and chairs, if used.
- ◆ The receptionist will inspect the facilities after use to insure they are left clean and undamaged.
- ◆ The damage deposit/clean up will be refunded two weeks after the event.

Restrictions

- ◆ No smoking allowed inside the Museum.
- ◆ No dancing, under any circumstances, will be allowed in Fletcher Hall.
- ◆ Rice, confetti or birdseed is forbidden outside, in the Sanctuary or Fletcher Hall.
Flower petals will be permitted outside.

Exemption From Liability

The Bay Area Museum cannot be held liable for any form of injury to any individual, or for the loss of, or injury to, the property of any individual, or of any organization or group using the facilities of the Museum.

Protection of Property

Any organization, group or any individual member thereof using the Museum facilities will be held liable for any destruction of, or damage to, any property of these facilities.

No thumbtacks, staples, nails or tape will be allowed on any of the walls, doors, and furniture inside or outside the Museum. Furniture may not be moved at any time, due to the fragility of our floors and furniture. Failure to comply with this will result in the retention of the clean-up/damage deposit. _____Initial

Modification of Policy

The Bay Area Museum Board may at any time modify these policies or any regulations or restrictions relevant thereto without advance notice.

Fees and Charges

- *Reservation Fee*- One half the total amount due.
This fee is not refundable sixty (60) days prior to date of reservation.
- *Fletcher Hall*- \$300.00
Reception is limited to four (4) hours.
- *Clean-up/Damage Deposit*- \$100.00
This check is held by the Museum and will be refunded after the event *if* the facilities are found to be clean and undamaged.
- *Security Officer*- \$100.00
This is required if alcoholic beverages are served. This officer will be secured by the Museum Secretary or receptionist. (minimum of four hours, any additional hours or part of an hour will be charged at an additional \$25.00 per hour.)

Note: **Furniture may not be moved at any time**, due to the fragility of our floors and furniture. Likewise, **no thumbtacks, staples, nails or tape will be allowed on any of the walls, doors or furniture, inside or outside the Museum. Failure to comply with this will result in the retention of the Clean-up/Damage Deposit.**

Dear Caterer,

We are pleased that you are participating in an event being held at our museum and want you to feel welcome here. It is important that this event be a pleasant and memorable experience for all involved. For that reason we want to clarify some guidelines in advance.

1. Our charge to your client for the use of the facilities is based upon a time factor of up to four hours. Further, Clear Lake Park closes each night at 10:00 p.m. We ask that you allow no more than two hours for set-up and preparation in Fletcher Hall and take into consideration that clean-up needs to be completed before the gates close.
2. A small kitchen is available for limited use. Ten tables and one hundred chairs are also available for your use.
3. Only wine, champagne, or beer will be allowed in Fletcher Hall for the reception. Sale of any type of alcoholic beverage is strictly prohibited.
4. Loading and unloading your supplies and equipment may be done through the side ramp doorway. DO NOT use the Clear Lake Park trash barrels, instead, place trash in the dumpsters located in the Community Center parking lot on the right, behind the tennis court.
5. Failure on your part to leave the facilities in a generally presentable condition will cost your clients their \$100.00 Clean-up Deposit.

Please contact the Museum Secretary (281-326-5950) if you have any questions or special requests. Our hours are Wednesday through Friday – 12 p.m. to 5 p.m.; Saturday – 10 a.m. to 4 p.m.; and Sunday – 1 p.m. to 5 p.m.

Sincerely,
Bay Area Museum
Building Use Committee