

Montshire Museum of Science

Rental Guidelines

The following guidelines are designed to make your event at the Montshire Museum enjoyable, while protecting the Museum's exhibits, building, and grounds.

Rental Fees & Security Deposit. A signed agreement and deposit are required to hold a date. Rental fees and a security deposit are due according to the terms of the contract. Security deposit refunds will be issued within one week following the event, assuming there is no damage or unusual custodial requirements as a result of the event.

Use of Space. Groups are responsible for the set-up and clean-up of the Community Room and all rented spaces and for returning the facility to its found condition. This includes cleaning the kitchen, removing all food and belongings, and putting all furniture away immediately after the event. Decorations may not be nailed, screwed, or taped to walls, ceilings or any painted surface. Exhibits may not be moved.

Food Service. For food service at the event, a caterer familiar with the Montshire's food service guidelines and approved by the Museum must be used. A kitchen adjacent to the Community Room is available for use by the caterer for prepared food assembly and service. We do not permit cooking on site or potluck meals. Food and beverages are allowed in the Community Room – or outdoors when renting Science Park -- but are not permitted in indoor exhibit areas.

Museum Equipment. Groups may use the Museum's chairs (120 red), tables (eight 4' round, four 5' round, & ten 8' x 30"), and the projection screen. Groups must furnish their own electronic equipment, including a projector and speakers.

Alcohol Service. Alcohol may be served after 5:30 p.m., but only by a Vermont-licensed caterer in accordance with Vermont law.

Smoking and Lit Candles. Smoking, lit candles or sterno-type open flames are not allowed inside the Museum.

Fund-raising. Fund-raising of any kind is not allowed on Museum premises. This includes, but is not limited to, charging admission, holding raffles, selling food, and soliciting donations.

Insurance / Liability. The Montshire does not provide insurance coverage or assume responsibility for the actions of any entity renting the facilities. Liability and/or property damage arising from the group's actions is the responsibility of the individual or group renting the space.

The Director, or his designee, has authority to decline or cancel any event that adversely affects the Montshire's neutral stance on political, social, environmental or economic issues.

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