



MONTSHIRE RENTAL POLICIES & GUIDELINES

The following policies are designed to make your event at the Montshire Museum of Science enjoyable, while protecting the Museum's exhibits, building, grounds, and role in the community. The Montshire reserves the right to decline any reservation request.

USE OF SPACE

The Porter Community Room and Hughes Pavilion (with Rental Option #2) are the Montshire's only banquet spaces. Reception-style food and beverages are permitted on the patio and in the exhibition galleries of the Museum's 1st Floor, with prior planning (food is not permitted on upper levels). Cleaning charges may be deducted from the rental deposit if there are drink spills, food accidents, or other caterer-related incidents that need to be tended to, with particular attention given to the 1st Floor galleries.

Paid rentals may begin setting up for the event in the Porter Community Room and Hughes Pavilion at 4pm. Set up on the gallery floor is strictly prohibited before 5pm.

Guests may arrive as early as 5:30pm.

We recommend ending your event 15 to 30 minutes before your contracted rental end time to allow enough time for cleanup. If your event extends beyond the time indicated on your contract, an hourly fee will be charged for each hour (or any fraction thereof).

For nonprofit community room reservations: You may begin setting up for your event in the Porter Community Room at 4pm. Guests may arrive as early as 5:30pm. All guests must be out of the building and the parking lot by 8:30pm.

SET-UP, BREAK-DOWN & CLEANUP

Unless arrangements have been made in advance, you are responsible for the set-up and break-down as well as the cleanup of all rented spaces. This includes cleaning the kitchen, removing all food and belongings (including excessive trash and empty beer, wine, and liquor bottles), putting away all furniture immediately after the event, and returning the facility to its found condition. Only Museum staff may move exhibits, and only when prior arrangements have been made and approved. All set-up plans and arrangements to contract museum staff for additional set-up or break down must be finalized 7 days prior to event date.

PROMOTING AND ADVERTISING YOUR EVENT

All advertising, promotions, invitations, and communications regarding your event must clearly distinguish the event's sponsor or host from the event's location. Promotions should make clear that you or your organization are hosting the event and the event location is the "Montshire Museum of Science" for Rental Option #1 or #2, and, "Montshire Community Room" for nonprofit use and Rental Option #3. All promotional materials are subject to

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review and approval by Museum administration, before and after confirmation of the event date.

PRESENTATION EQUIPMENT

The Montshire provides a dropdown projection screen in the Community Room. You are responsible for providing any necessary electronic equipment, such as a microphone, projector, speakers, cables, and operator.

DECORATIONS

You are welcome to decorate the Community Room and Pavilion for your event, but decorations may not be nailed, screwed, or taped to walls, ceilings, or any painted surface. All decorations must be removed at the end of your event. Decorations are not permitted in the Museum galleries. Decorations are not allowed on or in trees or other plants on Museum property.

SMOKING, LIT CANDLES, AND OPEN FLAMES (STERNO)

Smoking is only permitted in the Museum's parking lot. Open flames of any type, including candles and portable cooking fuel (sterno), are not permitted. You are responsible for informing and reminding your caterer of these details.

FOOD SERVICE

The kitchen adjacent to the Porter Community Room is available for use by a Montshire-approved caterer. The kitchen is not licensed for food preparation—only for assembling and plating food. Cooking on site and potluck meals are not allowed. We are happy to supply you with a list of approved caterers. If your caterer is not on our list of approved caterers, we are happy to meet with a representative and consider adding them to our list.

ALCOHOL SERVICE

In accordance with Vermont law, only a Vermont-licensed caterer may serve alcohol during an event.

INSURANCE / LIABILITY

The Montshire does not provide insurance coverage or assume responsibility for the actions of any entity renting the facilities (including free use of the Porter Community Room). Liability and/or property damage arising from the group's actions is the responsibility of the group that has reserved the space.

RENTAL FEES & SECURITY DEPOSIT

A signed agreement with one-half of the rental fee is required to hold a date. The balance of the rental fee and the security is due two weeks prior to your event. All rentals must be reserved a minimum of two weeks prior to the event date. Security deposit refunds will be issued within 30 days following the event, assuming there is no damage or unusual custodial requirements, including additional time, as a result of the event.

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CANCELLATIONS

If the Montshire determines that weather conditions on the day of your event create a hazard for safe operation of the Museum, the Montshire will cancel the event and make every effort to rebook it for an alternate date. If you cancel your reservation more than 30 days prior to your scheduled event date, you will be refunded one-half of your deposit. No refund is made for cancellations within 30 days of your event.

If you cancel your Science Park/Hughes Pavilion access at least 48 hours prior to your event (changing from Rental Option #2 to #1), the Montshire will refund the difference in full.

If the promotion of your event does not follow outlined protocol, the Museum may cancel the event without further rebooking. If Museum administration considers an event to be averse to the Museum's operations, it may cancel the event at any point prior to its scheduled date.

Reflecting the Montshire's role in the community and mission, Museum trustees have restricted certain functions held at the Montshire. Events relating to political campaigns, political agendas, or sponsored by political parties are not allowed. Museum administration may choose not to accept requests or cancel events that they consider potentially adverse to the Museum's operations. Charging admission or selling tickets to an event held at the Montshire is not permitted. Fundraising of any kind is not permitted, nor is selling merchandise.

(revised 11/5/2018)