

Hubbard Museum of the American West
Rental Fee Schedule & Rental Policies
Approved by Ruidoso Downs Governing Body
April 26, 2010

Cope Learning Center Multi-Purpose Room – Non-Technology Use Event

Half-Day Rental -	\$100
Full-Day Rental -	\$200
Evening Rental -	\$600 *
Full Day/Evening* -	\$800

W/Lunch or Dinner, add \$150
W/Alcohol, add \$350

Maximum Capacity – 120

Board Room Only – Non –Technology Use Event

Half –day -	\$75
Full-day -	\$150
Evening Rental -	\$500 *
Full Day/Evening* -	\$650

W/Lunch or Dinner, add \$150
W/Alcohol, add \$350

Maximum Capacity – 30

Technology Use in Johnny & Marty Cope Learning Center

***No renter may handle any technological equipment in the JMCLC without a staff member being present.

***Technology Use includes the following:

1. Audio & Amplification including microphones, etc.
2. Power Point Presentations
3. Webinars
4. Video Conferencing
5. DVD presentations
6. Any combination of 1-5

Cope Learning Center Multi-Purpose Room – Technology Use Event

Half-Day Rental - \$200
Full-Day Rental - \$400
Evening Rental - \$750 *
Full Day/Evening* - \$1,000

W/Lunch or Dinner, add \$150
W/Alcohol, add \$350

Maximum Capacity – 120

*All evening events must be scheduled and approved at least four weeks in advance by Museum Management. All day events must be scheduled and approved at least two weeks in advance by Museum Management.

Board Room Only – Technology Use Event

One –Hour \$100
Half –day - \$175
Full-day - \$450
Evening Rental - \$700 *
Full Day/Evening* - \$900

W/Lunch or Dinner, add \$150
W/Alcohol, add \$350

Maximum Capacity – 30

*All evening events must be scheduled and approved at least four weeks in advance by Museum Management. All day events must be scheduled and approved at least two weeks in advance by Museum Management.

Special Circumstance Usage Fees

***Fees for events hosted by the City of Ruidoso Downs are waived, provided the meeting or usage is for Official City Business Only. These events may include, but are not limited to:

1. Hosting other city, state or national functions associated with governmental business
2. Hosting City of Ruidoso Downs sanctioned events related to municipal elections..
These events must be scheduled at least four weeks in advance and approved by the Ruidoso Downs governing body. There will be no private or public rallies for any individual candidate for any Ruidoso Downs or Lincoln County public office.

***Fees for events hosted by political candidates for state and national office will be set at the same rate for all candidates regardless of the use of technology. Each candidate will be asked to pay a fee in the amount of \$100 for all events lasting up to two hours, \$250 for a half-day rental, \$500 for a full day rental, \$500 for an evening rental, and \$1,000 for a day and evening event.

***Fees for groups partnering with the Hubbard Museum of the American West may be waived at the discretion of the Museum Director. A partnership is defined as a single project, multiple project, or ongoing collaboration in which both the Museum and the entity or organization in question are equally engaged and share both resources and expertise which serve to enhance the project for the public benefit. Both groups must share in both expense and reward in order to meet the guidelines established by the State of New Mexico's Anti-Donation Clause.

***From time to time, the Hubbard Museum of the American West may host an event, program, webinar, or video-conference in the JMCLC for public purposes. Use fees will be determined by the Museum director on a case-by-case basis, based on the associated costs of hosting the event at the Museum.

**All special circumstance events must be scheduled and approved as far in advance as possible by Museum Management.*

Rental Policies, Rules & Regulations

Basic Services and Regulations

1. Daytime rentals may not begin earlier than 8:00 am and must end by 5:00 p.m. without prior approval of Museum. Attendees must park in the top parking lot and remove vehicles by 5:00 p.m. All clients and their guests must enter and exit the Museum via the front door entrance.
2. Should the Museum determine that additional security is warranted for the event, such security service will be contracted by the Museum and an additional fee of \$500 will be added to rental fee.
3. The Museum can provide up to twelve (12) 60" round tables seating 8 to 10 guests or up to 120 theater style. Banquet tables for serving are provided.
4. Bar service must be contracted through the Museum, and no alcohol may be served on Museum premises before 6:00 p.m.
5. Set up and clean up within normal function hours are included in the fee, additional clean-up past midnight will be charged at a rate of \$200 per hour.
6. All staff time is included in the fee.
7. At no time will be patrons be allowed to handle or adjust any technological equipment in the JMCLC. Renters using JMCLC technology agree to allow a staff member to be present for set-up and ongoing use of technology.
8. Any client seeking to use the Museum for a private event will assume full responsibility for the conduct of all persons attending the event. The client will be responsible for any damage done to the premises or artifacts by the client's guests, agents, entertainers, employees or independent contractors.

9. Damage to any technological equipment occurring during the rental will result in the renter paying for any service, repair, or replacement charges for any and all damages by renter in the course of set-up, execution, or clean-up of any rental event.
10. Total attendance must not exceed a maximum of 120 persons including children, and clients must arrange for their own child-care.
11. The Hubbard Museum reserves the right to remove any person(s) engaging in improper conduct, and may contact the Ruidoso Downs Police Department if necessary.
12. **Smoking is not permitted anywhere inside the Museum.**
13. All functions must begin and end at the times stated on the contract. No evening function can begin prior to 6:00 PM or continue past 11:00 PM. Client and client's guests, agents, entertainers, employees or independent contractors will be given one hour to clean up and vacate premises.
14. Function shall take place in agreed upon designated areas only.
15. Children 12 and under will not be admitted to functions without prior approval, and the client must provide their own child care. Unsupervised children and their parents may be asked to leave.
16. Clients and guests will adhere to any instructions or directions given by Museum staff.

Food/Beverage

1. Food/Beverage service is an added cost, and not included the base rates described above.
2. The Museum does not provide coffee, coffee pot, refreshments, and food or paper goods. Above items may be brought in by client.
3. Alcohol may only be provided by entities with state and locally approved liquor licenses that are on the Museum's approved list of caterers. Alcoholic drinks are not to be taken outside the Museum facility. Alcohol service provider reserves the right to deny alcoholic beverages to any patron at any time.
4. Clients are permitted to provide catering for their own events. The Museum kitchen may be used to warm items only. There is no food preparation or cooking permitted.
5. Catering staff are required to bus tables and clean up all areas used in the kitchen and/or in the designated rental area.
6. Food and beverages are allowed in designated areas only. Refreshments, food and/or other equipment must be at least four feet from any collection item.
7. Due to the fragility of works on exhibition, all catering setup must be pre-approved by the Museum.
8. All delivery doors must be kept closed at all times when not in use. Catering may unload and load via the delivery entrance, but must provide personnel to provide entrance through the delivery door and ensure that the door remains closed while not in use.
9. No vehicles should be left in the service driveway.
10. All rental activities must end prior to or at the time indicated on the contract.
11. Caterers and contractors will supply all linens, cutlery, trays, power cords, etc. needed for the event. The Museum cannot provide these items.
12. Client and client's guests, agents, entertainers, employees or independent contractors will be given one hour to clean up and vacate the premises. A fee of \$200.00 per hour will be added to the client's bill for every hour past 12:00 a.m. for clean up.

Protection of Artifacts and Collections

1. The Hubbard Museum is a working museum containing many valuable and important collection items. The safety of the collections **IS** the priority of the renting party and caterers.
2. Obstruction, movement, rearrangement, or disturbance of any collection item is absolutely prohibited. Vitrines, furniture, and display stands may not be moved, nor may they be used for food and drink.
3. Events cannot create any hazard or undue hardship to the Museum and its collections, exhibits, facilities, staff or visitors.
4. Due to strict, controlled conditions affecting the environment of the collections within the Museum, any props and decorations including but not limited to spot or special effects lighting, displays, banners, etc. must be approved by the Museum in advance.
5. No flowers or live plants may be brought into the Museum.
6. Ice sculptures or beverage fountains are not permitted in the Museum.
7. The use of tape, wire, staples, tacks, glue and similar items is prohibited.
8. No items, signage or banners may be attached to the Museum surfaces without prior approval.
9. No decorations can be used on collection items.
10. Handrails and walkways cannot be obstructed.
11. Items such as glitter, confetti, streamers, helium balloons, bird seed, rice, rose petals, sawdust, fog machines, silly string, dance wax, dry ice or bubbles is prohibited.
12. The use of candles is prohibited.
13. The Hubbard Museum will not be responsible for any decorations, equipment, gifts, rentals, keepsakes, etc. brought in for the event. All such items must be removed from the Museum immediately following the event.
14. Should additional clean-up, restoration, or damage repairs be required for any museum property, a fee equal to the amount of the clean-up, repair or replacement will be charged.
15. No animals, except for guide dogs used by physically challenged persons as defined by the American with Disabilities Act (ADA) and the laws of the State of New Mexico, are not permitted in the Museum.
16. It is the client's responsibility to ensure that all guests, agents, entertainers, employees or independent contractors adhere strictly to these guidelines. If event guidelines are not followed the Museum reserves the right to immediately terminate any event or function without refund.

I have read the above and agree to abide by all rules, regulations and policies. In addition, I agree to hold harmless the City of Ruidoso Downs, New Mexico and the Hubbard Museum of the American West from any and all accidents and/or injuries or other liabilities that may occur

during the rental described in the rental agreement. I further agree to be responsible for any and all damages to the Museum and its contents which may result from the rental.

Signature

Date