



## Rental Facility Procedures and Regulations

Thank you for choosing the Figge as the facility for your special event. Please read through the following information to ensure that you understand the procedures and regulations that are involved with a facility rental.

Such facility use regulations included in this packet include: general, parking, set up/break down, decorations and floral, photography, catering, entertainment, and cancellation policy. Also included is a suggested timeline sheet that can be used as a guide for procedures to be followed now that you have set a date for your event. Please review your signed contract in addition to these guidelines for more information.

There are three informational handouts explaining the set-up policies here at the museum. These are provided to inform any outside sources, such as your photographer, entertainment, or floral decorator, as to the regulations.

Driving directions from all main interstates are included followed by area attractions and a map of the Quad Cities.

Concluding your facility rental, you will receive a survey. Upon completing the survey, you will receive complimentary museum passes.

It is important to note that most artwork cannot be photographed for preservation and copyright purposes. Artwork that is on loan cannot be photographed under any circumstances.

The museum reserves the right to change any exhibition or the exhibition schedule.

### Please Read Carefully

The Figge Art Museum is pleased to offer you the use of our available facilities for educational, social and business event purposes. As a museum, our facilities offer a unique backdrop to any event. And because we are a museum, we have the responsibility to protect the works of art at hand. These regulations are necessary to ensure the protection of the works displayed and those of our visitors.

#### **General**

No event can take place unless the Facility Use Regulations Agreement has been signed and returned to the Museum Services Director/Caterer. The full facilities rental plus damage deposit is due at the time of booking.

Initial rental fee payments are due upon reservation and additional service fees are due ten days prior to the scheduled event. Food, beverage and catering fees are due the day of the event as outlined in the catering agreement.

Museum Membership is required for any facility rental. If not currently a member, all Lessees will be required to join at the time of reservation. Arrangements can be made to postpone the membership for long range rentals.

The Figge Art Museum reserves the right to review all special event plans to ensure the event is compatible with the mission and purpose of the institution.

The Lessee/Organization sponsoring the event agrees to assume all responsibilities for the following: any injury to persons attending the event, any loss of property by persons attending the event, and any damage or theft to the museum and its artistic and other contents by anyone attending their event, to the extent that any such occurrence is not caused by the negligence, recklessness, or willful conduct of the museum staff.

The Figge Art Museum strongly encourages you to contact your insurance agent as this liability can usually be covered by your existing homeowner/business coverage at little to no additional expense.

The Davenport Fire Department has established maximum safe occupancy loads for all museum spaces. These are legal limits and cannot be exceeded or an event will be shut down. Please note that space capacities are in part determined by the arrangement of a specific event.

The museum rental fee includes the use of space, set up, tables and chairs, security, cleaning of the building after the event, and permanent audio-visual equipment in designated rooms. Please make contact four weeks prior to your event to discuss your audio-visual needs.

The Figge Art Museum has wheelchair accessible entrances, elevators, and rest rooms.

The Figge Art Museum is a non-smoking facility.

### **Parking**

Limited parking is available in front of the museum on the plaza.

Ample parking is available in the two ramps adjacent to the museum. They are located on the corners of Main Street and River Drive, and 2<sup>nd</sup> Street and Harrison Street.

On street parking is also available; however, it is the responsibility of the guests to adhere to posted traffic regulations.

### **Set Up and Break Down of Events**

Set up may begin up to 2 hours before scheduled events; however, this activity must in no way impede access to the visitor services desk and the restrooms.

Full museum and ground floor events outside of regular hours of operation may begin no earlier than 5:30pm (doors cannot open until 5:30pm). All events must end no later than 11:30pm.

All vendors and early arrivals must enter through the Shipping Entrance on 2<sup>nd</sup> Street. The door is on the parking portion of the plaza and is marked with the address 225. There is a black kiosk with a doorbell to enter. After checking in with Security, the loading dock may be used to unload equipment, flowers, food, etc. All packages and/or materials brought into the museum for decoration or presentation are subject to inspection and can be delivered between 9 am and 5 pm the day of the event.

When a truck is kept in the loading dock the engine must be off and the keys must remain in the ignition the entire time the truck is present. In the event that a fire alarm is activated in the museum when a vendor truck is in the loading dock, the driver of the truck must immediately remove the truck from the dock.

Vehicles must be removed from the loading dock immediately following the conclusion of unloading and loading.

Rental companies must pick up equipment the day following the event. Materials provided by the Lessee must be removed immediately following the event. Personal items that are left in the museum ten (10) days from the Event Date, be deemed abandoned and shall become property of the Museum to be disposed of or utilized at the Museum's sole discretion.

All carts, equipment, supplies and persons must remain at least six feet from the works of art. In all instances, the distance must be such that, in the event of an accident, no falling objects or materials will come in contact with any work of art.

The **damage deposit** of \$400 will be returned given no damages take place or there is a remainder to the deposit after expenses are paid. If damages incurred are in excess of the Deposit paid, Lessee agrees to make payment in full of the total damage amount, less the Deposit.

### **Decorations and Floral**

The museum does not provide decorations available for events.

The Security Department, Event Manager or Figge staff reserve the right to inspect and approve all decorations brought into the museum.

All decorations and signs must be freestanding. Signs on the walls are not permitted. Nothing may be affixed to the ceiling, floor or walls.

Banners may be hung on glass panels in the lobby with prior approval. White decorative fabric banners are sometimes available to be hung along the ceiling for events, there is an additional charge of \$300.

Arrangements and decorations may not be placed in any manner that block fire exits or impedes visitor traffic flow.

All decorations must be made of fire-retardant materials or be treated with a fire retardant.

Smokeless and dripless candles may be used in votive holders or hurricanes only in the lobby. Any other open flame candles are not allowed in the museum.

State law prohibits the use of sparklers and similar fireworks on public property. No sparklers or similar items may be used in the museum or on its grounds.

The use of confetti and rice is prohibited on the premise of the Figge.

Plant and floral arrangements may be subject to inspection. If any insects or disease are found, the plants/flowers will be disposed of. The Figge recommends using a commercial florist.

### **Photography**

Photography (flashes, video cameras, and tripods) is only allowed in the lobby, dining room and bar, and, with prior approval, the Wintergarden.

All equipment must be checked in through Security at the 2<sup>nd</sup> Street shipping entrance of the museum.

## **Catering**

Food and beverage service is available through our exclusive caterer, Figge Catering. Please contact at 563.345.6657 or by e-mail at Figge.catering@gmail.com.

## **Entertainment**

The Lessee is allowed to contract outside sources for music entertainment. The use of Bands and Disc Jockeys is allowed with notice as to the resource four weeks prior to the event.

Outside entertainment must enter and exit through security near the loading dock the day of the event. The Lessee must supply the entertainment with this instruction.

## **Services**

Docent led tours are available during your facility rental. Tours must be arranged three weeks prior to the event. Access to the collections must be scheduled at least 10 days prior to the event. For inquiries contact the Education Programs Coordinator at 563.326.7804 x2045.

Hands-on Creativity Workshops or children's activities can also be a feature to your event. For inquiries contact Education Programs Coordinator at 563.326.7804 x2045.

The Museum Store is available for memorable gift and favor options for your event. For inquiries contact the store manager at 563.326.7804 x2026.

A laptop is provided with the use of the John Deere Auditorium. Please provide your work/presentation on a flash drive or CD.

Easels and flip charts are not provided. Directional and informational signs are available upon request.

**Service fees** Speakers \$50 set of 2, Microphones \$10/each, Screen \$10, TV cart \$50  
Projector \$50, Laptop \$40, Security \$20/hr/guard, General staffing \$20/hr/employee

## **Cancellation**

Cancellation of event by Lessee will result in forfeiture of the Facility Use Fee paid. If the museum is able to rebook the venue for the same date, the museum will refund 100% of the rental fee to the individual on the signed contract.

Museum may, at its discretion, terminate this Agreement for any reason. In the event the museum exercises its right to terminate for any reason other than Default or breach by Lessee, the museum shall refund 100% of the Facility Use Fee paid.

There is a charge equal to 20% of the rental fee to change the date on a contract.



## Statement of Understanding

Now that you have read through the regulations of your facility rental, please sign and return the following form four weeks prior to your scheduled event.

I have fully read the above and understand the procedures and regulations that exist for general facility rental including parking, set up/break down, decorations and floral, photography, catering, entertainment, services and cancellation regulations. I am aware of my responsibilities as the Lessee and agree to those responsibilities. If I have further questions, I will contact the Figge Art Museum.

Name \_\_\_\_\_ Event Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_