

Mt. Hood Cultural Center & Museum

Facilities Rental Guidelines

Select areas of the **Mt. Hood Museum** are available to rent for business meetings, banquets, receptions, and other events. Please note that such activities may not interfere with the normal public operation of the Museum and are subject to the policies and procedures listed below. The Museum cannot be used for discriminatory practices and reserves the right to refuse rental to individuals, organizations, or events that discriminate on the basis of race, color, ethnicity, gender, age, religion, or disability.

All arrangements pertaining to special events must be made through the Director or Site Manager. Such activities are a privilege, not a right, and shall not interfere with the normal public operation of the Museum. Functions must not compromise the Museum mandate to care for and preserve its collections.

A signed Agreement and deposit of $1/2$ the rental fee is required to *confirm* your date. Cancellation of the event less than three months before the event date will result in a forfeit of the deposit. The Museum requires that a single contact person be designated to represent the sponsoring group or organization in all matters regarding event arrangements. Changes to any aspect of the event will only be made at the request of the designee indicated on the Agreement.

The following guidelines, policies and procedures help govern the use of the Museum for special events and occasions. Any event held at the Museum by an outside group, organization or individual must adhere to these guidelines.

General

- Smoking is prohibited throughout the Museum. Please inform your guests prior to their arrival.
- Exhibitions, collections and furnishings may not be altered or removed. Exhibits are subject to change without notice.
- Appropriate Museum staff shall be present at all events.
- The Museum reserves the right to waive or modify these stated guidelines.
If any type of alcoholic beverage is to be served, a \$1.0 million liability insurance policy must be provided in the name of the Mt. Hood Museum.

Food & Beverage

- Caterers must be selected only from a pre-authorized list of caterers. Selected caterer must provide all foodservices required for your event, except special occasion cakes. Requests for all beverage services must be placed with the caterer and served in accordance with city and state liquor licensing regulations. The Museum only authorizes the use of caterers who agree to meet the society's highest standards for catering at special events. Authorized Caterers understand and agree to the unique needs and requests of the Museum in preserving artifacts and reflecting high standards for clients. Each of these companies has been selected by the Museum to assist us in making your event a successful one. Please contact them directly for menu options and pricing.
- Food and beverages are permitted in pre-approved areas only and may not be removed from the premises.
All bars are to close and entertainment should stop one half hour prior to the end of the event
- Absolutely no cooking or cooking stations are allowed in the Museum Galleries exception in the kitchen
- Keep this in mind when making arrangements with the caterer.

Set Up & Tear Down

- Set-up may begin no earlier than two hours prior to the event
- Same day set-up and tear-down of event is required unless prior arrangements are made with the historical society. Time required for set-up and tear down must be included in total hourly rental fee.
- All deliveries and event personnel must enter through designated entranceways. The historical society is not responsible for items left overnight.
- Items such as glitter, confetti, streamers, *and* helium balloons are not allowed in the Museum. Should cleanup of these items be necessary, a fee equal to the amount of the cleanup, repair, or replacement will be added to the final bill. Fee will be determined by the on-site staff.
- The use of candles and open flames is strictly prohibited at all times
- The use of tape, wire, staples, tacks, glue and similar items is prohibited. Absolutely no items may be attached to the Museum surfaces.