



## **FACILITY USE POLICIES AND GUIDELINES**

We are happy that you are considering hosting your event at the Children's Museum of Denver. The following policies and guidelines are set in place to ensure that you have the safest and the most enjoyable experience possible. If you have any questions about our policies please contact the Marketing & Guest Services Coordinator at 303-561-0101 or HeatherR@cmdenver.org.

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### **Museum Hours**

Monday, Tuesday, Thursday and Friday: 9:00 a.m. to 4:00 p.m.

Wednesday: 9:00 a.m. to 7:30 p.m.

Saturday and Sunday: 10:00 a.m. to 5:00 p.m.

Please note that after-hours facility rentals cannot start until one hour after the Museum closes unless approved by the Marketing & Guest Services Coordinator. When booking your rental, please consider the time you will need for setup and cleanup. This time will be part of your rental agreement.

*The Children's Museum of Denver is closed on Easter, Thanksgiving, Christmas Eve, Christmas Day and New Year's Day.*

### **Reservations & Payment**

All reservations are on a first come, first served basis. To reserve your event date and time, a signed Venue Rental Agreement along with a non-refundable 25% deposit of the total rental fee is due within two (2) weeks of receiving a Venue Rental Agreement from the Museum. The remaining balance is due two (2) weeks prior to your event date. We accept checks, cash and credit cards (Visa, MasterCard or Discover).

### **Cancellations**

Cancellations must be submitted in writing, and charges will apply as follows:

- Cancellations made more than two (2) weeks prior to your event will receive a refund of any amounts paid beyond the deposit. All deposits are non-refundable.
- Cancellations made less than two (2) weeks prior to your event will be charged for the total rental fee.

It is the Museum's sole discretion to cancel an event should the Renter fail to comply with any of the policies contained in their facility rental agreement.

## **Alcohol**

Alcohol may ONLY be served at after-hours facility rentals and food must be served along with it. The Children's Museum requires that management and distribution of alcohol be performed by a licensed bartender or catering company. If the Renter chooses to sell liquor or has liquor donated for the event, the Renter must obtain its own liquor license and this must be approved by the Marketing & Guest Services Coordinator. Proof of licensing must be submitted to the Coordinator at least two (2) weeks prior to your event, and state licensing laws must be followed.

The Museum requires and will contract security personnel when alcohol is served. This security fee will be added to your total facility rental fee.

Renter must comply with all laws and liquor regulations and remains fully responsible for the safety of all its guests. Renter's guests who appear to be 30 years of age or under shall be required to submit valid and appropriate identification to the bartending service prior to being served alcohol.

Alcoholic beverages are never permitted in the Center for the Young Child exhibit. Plastic drinkware (not glass) is to be used in all areas unless specific advanced approval is given by the Marketing & Guest Services Coordinator.

## **Caterer**

Arrangements for food and beverages are the sole responsibility of the Renter and are not included in the rental charge. The Children's Museum of Denver's Eat Street Café is available for catering options and the Museum is happy to provide a list of recommended caterers. Please contact the Marketing and Guest Services Coordinator for more information.

## **Decorations**

All decorations must be approved by the Marketing and Guest Services Coordinator at least two (2) weeks prior to your event. The use of helium balloons is strictly prohibited inside the Museum, as are piñatas and open flames.

## **Entertainment**

All forms of entertainment must be reviewed and approved by the Marketing and Guest Services Coordinator at least two (2) weeks prior to your event.

## **Insurance**

A certificate of liability insurance coverage is required two (2) weeks prior to your event. This Certificate of Insurance should indicate that the Renter has aggregate public liability coverage in an amount equal to \$1,000,000.00 per occurrence. The Certificate of Insurance shall name the Children's Museum of Denver as an additional insured for the duration of the event at no extra cost to the Museum.

The Renter assumes liability for damage to any Museum property by the Renter, his/her guests and contractors (ex. caterers, bartenders, sound companies, etc.) that are hired by the Renter to provide services for the event. The Museum shall not be liable for any loss or damage to items left at the Museum.

## **Parking**

Parking for facility rentals is complementary, and the Museum has approximately 245 parking spaces. Parking cannot be guaranteed and is available on a first come, first served basis.

Please note that vehicles are never allowed on the Museum plaza during business hours. If Renter wishes to gain access to the plaza for unloading/loading after business hours, arrangements must be made with the Marketing & Guest Services Coordinator prior to your event. Any parking other than after-hours loading and unloading is not allowed on the Museum plaza, and the Museum will remove vehicles at cost to the Renter if they remain on the plaza longer than the agreed upon time.

## **Photography**

The Museum reserves the right to photograph your event and otherwise use the event for the purpose of promoting our facility.

## **Printed Materials and Media Coverage**

All media promotions or public notices for any event must be approved by the Children's Museum of Denver's Marketing & Guest Services Coordinator prior to release. The Coordinator can provide informational materials about the Museum for the Renter's use.

## **Rental Companies**

The Museum's supply of tables, chairs and linens is limited. Please inquire about quantities at time of booking. Should you require additional supplies or desire other options, you will need to hire a rental company or arrange these supplies through your caterer if available.

## **Security**

The Museum maintains sole discretion to require security personnel for your event, which may involve additional fees that will be added to your total facility rental fee. When alcohol is served, security personnel will always be required.

## **Setup & Cleanup**

The Children's Museum of Denver is a self-setup facility, meaning the Renter is solely responsible for all setup and cleanup. Renter may request a cleanup crew (contracted through the Museum) for an additional fee. Museum staff will be present to answer questions and to supervise but not to move tables, chairs or equipment. The Museum must be left in the same condition as it was presented. Any unusual cleanup required after your event will result in an additional charge being billed to you. Evening rentals, including cleanup, may not extend beyond 11:00 p.m. unless specifically approved in advance by the Marketing and Guest Services Coordinator.

## **Storage**

The Museum has very limited space for storing materials and in most cases will not be able to provide storage. Please make arrangements with the Marketing and Guest

Services Coordinator well in advance of your event if storage is requested before or after your event. An additional charge may apply for storing materials.

### **Walkthrough**

A walkthrough with the Marketing & Guest Services Coordinator may be required for any facility rental and if needed must take place at least two (2) weeks prior to event date. The Coordinator will determine and advise the Renter if a walkthrough is necessary, which will likely be so when outside vendors such as caterers and bartenders are contracted. At this time, the Renter must have a specific layout and placement of tables, chairs, risers, podium, tents, heaters, lighting/electrical fixtures, displays, banners, floor coverings, furnishings, etc. All specific activities must be planned and ready to present to the Coordinator including all vendor timelines.

Please note, all rental equipment and décor must be removed from the Museum at the end of your event. In most cases, the Museum does NOT provide storage space. If Renter needs this service, please discuss availability and corresponding fees with the Marketing & Guest Services Coordinator.

### **Additional Policies**

Smoking is not permitted at the Children's Museum of Denver.

Helium balloons and piñatas are not permitted inside the Museum and all décor must be hung by painters or electrical tape so as not to harm murals.

No animals are allowed inside Museum unless specifically pre-approved by the Marketing & Guest Services Coordinator.

Events that involve any promotion or sale of a product or service must be approved by the Marketing & Guest Services Coordinator prior to signing the Venue Rental Agreement.

Children must be supervised and accompanied by adults at all times. Similarly, if an event includes exhibit play during the Museum's business hours, adults must be accompanied by a child.

Renter must follow all posted Museum policies.