



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. In all cases, setup in exhibits may not begin until the Museum closes, and at times, other areas of the Museum may be in use until close, in which case setup must begin after. Please ask the Marketing & Guest Services Coordinator about this at time of booking.

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 the alcohol. The Children's Museum requires that management and distribution of alcohol be performed by a TIPS certified bartender. If the Renter wishes 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 at least 60 days prior to your event. Proof of licensing must be submitted to the Coordinator at least four (4) weeks prior to your event.

The Museum requires and will contract security personnel when alcohol is served. 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 & Guest Services Coordinator for more information.

Decorations

All decorations must be approved by the Marketing & 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, open flames and fog machines.

Entertainment

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

Insurance

A certificate of liability insurance coverage is required four (4) 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

Security personnel will be on-site during your event. The Museum, at its sole discretion, may mandate that additional security personnel are needed for your event, which may involve additional fees over and above your base facility rental fee.

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 & 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 & Guest Services Coordinator well in advance of your event if storage is requested before or after your event. An additional charge will apply for storing materials, if room is available.

Walkthrough

A walkthrough with the Marketing & Guest Services Coordinator and a list of all contracted vendors is required at least four (4) weeks prior to event date. The Renter must also provide a layout or plan with placement of tables, chairs, equipment, décor, etc., along with all specific activities, including vendor timelines, at least two (2) weeks prior to event date.

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, fog machines 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.