

## B. Statement of Understanding for the Distribution of Food, Beverage and Alcohol

- Food and beverages are allowed in the Hickory Museum of Art galleries under the parameters set forth by HMA.
- Alcoholic beverages may be served with the Museum's prior consent and during hours that the Museum is closed to the public.
- It will be *the Renter's* responsibility to hire Caterers and Bartenders.
- The Renter \_\_\_\_\_ and Caterer \_\_\_\_\_ and Bartender \_\_\_\_\_ assume all liability in regard to alcoholic beverages served and consumed during their event.
- Alcoholic beverages may not be sold on HMA premises.
- The Renter, Caterer and Bartenders agree to hold the Hickory Museum of Art blameless for any and all liability that results from the distribution of alcohol and agrees that prior to any distribution of alcohol each and every Bartender and individual Caterer that will provide said services, shall sign, and the Renter shall provide a copy to the Museum a Statement of Understanding, whereby no alcohol shall be served, distributed or furnished on Museum property to any person or persons under legal age or any person or persons who are, or should be, recognized as noticeably and appreciably intoxicated.
- Any violation or disregard of this understanding shall be the sole responsibility of the Caterer and those who sign this document as an applicant or applicants.
- All Bartenders and Caterers must sign below to attest they have read and understand this provision of the HMA Facility Rental Guidelines and Contract.
- The Renter must print name, then sign at the bottom of the page, where indicated.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Renter(s) (print name, then sign):

\_\_\_\_\_

\_\_\_\_\_

# C. Fee Tally Sheet

Tally your fees below, as appropriate

### Base Rental Fee:

\$300 for rentals held Sunday – Wednesday

\$600 for rentals held Thursday – Saturday

\$ \_\_\_\_\_

### General Wear-and-Tear Fee:

For 75 – 99 Guests, add \$75

For 100 – 124 Guests, add \$100

For 125 – 149 Guests, add \$125

For 150 – 199 Guests, add \$150

For 200 – 249 Guests, add \$200

For 250 – 299 Guests, add \$250

\$ \_\_\_\_\_

**Please note that Guests may not exceed 299 persons**

### Refundable Cleaning Deposit:

\$ 300.00

### SALT Block Surcharge:

\$ 100.00

### Alcohol Fee:

If alcohol will be served, add \$250

\$ \_\_\_\_\_

### Security Fee:

Add \$15 per hour, per Guard for Security (4 PM until all have exited). All rentals require at least one Security Guard. Rentals with alcohol being served and rentals with over 150 guests require two Guards.

\$ \_\_\_\_\_

### Museum Staff Fee:

Add \$15 per hour for a staff member (4 PM until all have exited)

\$ \_\_\_\_\_

### Membership:

If you are not already a Museum Member, add \$100 for Bronze Patron Membership; if you are a Member, but not a Bronze Patron, pay the difference between levels.

\$ \_\_\_\_\_

### PRE-EVENT TOTAL

\$ \_\_\_\_\_

Mail your non-refundable deposit of \$150 plus any applicable membership fee, payable to HMA, along with your contract to:

Hickory Museum of Art

Attn: Ronni Smith

PO Box 2572

Hickory, NC 28603

**The balance, including refundable cleaning deposit must be received 14 days prior to the event, or your reservation will be cancelled.** Membership materials will be mailed to you once your payments are processed.

## D. Contact Information

Renter(s) Name(s):

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Date of Function:

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Renter's Billing Address Pre-Event:

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Renter's Billing Address Post-Event (if different):

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Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## E. Event Information

Date Requested (Day of Week, Month, Date and Year):

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Type of Function:

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Catering Company (include contact name and number):

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Time Vendors will Arrive (Caterer, Florist, etc...):

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Time Guests will Arrive:

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Time Everyone (Guests and Caterer) will have Exited:

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Expected Number of Guests:

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### **HMA Chairs and Tables Needed:**

60" Round Tables (16 available)

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48" Round Tables (5 available)

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72" Rectangle Tables (4 available)

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60" Rectangle Tables (3 available)

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Chairs (100 available)

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