

**THE BRONX MUSEUM OF THE ARTS 1040 GRAND CONCOURSE BRONX NY 10456-3999
T 718.681.6000 F 718.681.6181**

GUIDELINES AND TERMS OF RENTAL SPACE

The space is available for viewing by appointment only

Steve Becker at 718-681-6000 x125 Or email: rentals@bronxmuseum.org

SPACE:

The South Wing Lower Gallery, Conference Room/Atrium, Lower level Classrooms and/or the North Wing 2nd floor are available for rental use by Community Based Organizations, Corporations, and Individuals for meetings, workshops, awards ceremonies, birthdays and wedding ceremonies and receptions. Capacity will vary from 30 to 200 guests depending upon space(s) and type of set up.

Note: Renters seeking to utilize the Terrace space for their special event must make arrangements with the Museum prior to the event's date; terrace usage requires an additional cost depending on the nature of the intended event/activity. Renters must provide a Certificate of Liability Insurance naming the Bronx Museum as an additional insured as well as a liquor permit (if alcoholic drinks will be served) to the museum within one (1) month of your rental date. Failure to meet the insurance and permit requirements and/or submit all required documentation will result in the cancellation of your event.

DECORATIONS:

The Museum provides space, tables, chairs and trash cans for rental use. Please note that the renter must use the Museum's tables and chairs; outside tables and chairs will not be allowed. Decorations, tablecloths, and floral arrangements are the responsibility of renter and they **must be removed the day of the event**. Hooks, nails, tape and staples may not be mounted on the walls, chairs, or tables. Renters are prohibited from modifying space in any way that may cause permanent/temporary damage to the facility. **Failure to comply with these conditions will result in loss of security deposit by the renter.**

MUSIC:

The Museum reserves the right to require Renter to lower the volume of sound or music, if it is deemed disruptive to normal Museum functions during events that take place during regular Museum hours and/or at the discretion of the security officer in charge.

CATERING:

The Museum does not provide catering services. Catering or other meal set-ups must be within the actual space rented. There is no cooking or storage of perishables on the premises. **The Bronx Museum takes NO responsibility for any items left after an event. Caterers must also provide a Certificate of Liability Insurance naming the Bronx Museum as an additional insured as well as a liquor permit (if alcoholic drinks will be served) at least 30 days prior to the event date. Caterers cannot use any flame-based warming system when heating food nor can candles of any type be used within the facility. Electric food warming systems are allowed.**

ALCOHOL:

The Museum reserves the right to review, approve and/or rescind for serving beverages, both with or without alcohol, as part of a scheduled rental event. It is understood that beverage service can only begin at the contracted event start time and must terminate within one-half hour of the contracted event ending time. As noted above, **prior to the event, the renter must provide a current Certificate of Liability Insurance naming the Bronx Museum as an additional insured as well as an "alcohol rider" (if such drinks will be served at the scheduled rental event) at least 30 days prior to the event date. If the renter is unable to secure a certificate, the Museum can do so, on behalf of the renter at an additional cost of \$375 for the insurance certificate alone and an additional \$325 for an alcohol rider.** Please note that food and drinks are not allowable inside the galleries where artwork is being shown.

SECURITY & MAINTENANCE:

Security and Maintenance staff will be posted and/or available for all events. A camera within the rental space will be recording the event for security purposes. The Museum reserves the right to remove any individual(s) from the premises if said individual(s) is/are deemed by security officer in charge to pose a security threat to guests of the event, Museum visitors, and/or Museum property. Food and/or drinks are not permitted in the main first floor lobby areas and/or galleries. **Absolutely no smoking is permitted on Museum premises. If smoking is detected, alarm and sprinkler systems will activate, causing the event to be cancelled immediately and loss of the renter's security deposit.**

PROMOTION:

The Renter should remember that The Bronx Museum of the Arts is a cultural institution and the Museum complex and name must be respected. Use of the Museum's name or logo on flyers or other advertisements materials is absolutely forbidden without prior review and approval of all documents by the Museum administration. **The Renter may not charge admission to the event unless authorized by the Museum and only for a cultural /performance event.**

HOURS:

The rental space fee schedule provides for hourly space use **(set-up, the event, breakdown and clean up are included in the time frame stipulated.)** The beverage bar must close and the music must stop 1/2 hour prior to end of scheduled use. Only cleaning/break-down staff and persons required for the equipment removal are allowed to remain. **All events must end no later than 11pm or be subject to additional fees as noted below.**

RENTAL SPACE FEES

Deposit Payable upon signing of contract. Full payment of the rental fee is required 30 days in advance of the event date. No reservations will be booked until the security deposit is received. No events will take place until full payment and all paperwork (Liability insurance, alcohol permits and all signed contracts) are received within 30 days of the event date. It is the sole responsibility of the renter to make sure that payment and all paperwork is received by the Bronx Museum to avoid potential cancellation of the event.

The security deposit will be returned **30** days after the event provided that none of the guidelines and terms for rental use has been violated. Fees must be paid by credit card, money order, or checks.

CASH WILL NOT BE ACCEPTED. The Museum reserves the right to cancel any rental. Cancellations made by the Renter must occur in writing at least 30 days of the event date.

Cancellations made by the Renter:

Should cancellations be made:

- **29 days or less** of the day of the event, **no refunds will be provided.**
- **30-59 days** in advance, **only Security Deposit** will be refunded.
- **60-89 days** in advance **50% Rental Fee and Security Deposit** will be refunded
- **90 days** in advance, **full Rental Fee and Security Deposit** will be refunded.

Please note, depending on the nature of the event, the Museum may require additional Security and Maintenance Staff to be in attendance at the rental event. The group or individual renting the space is responsible to cover any costs for additional Security and Maintenance at an additional \$25 per hour per guard and/or maintenance staff member required, and based on the number of guests expected.

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