



# *AUGUSTA MUSEUM of HISTORY*

560 Reynolds Street • Augusta, Georgia 30901 • T: 706-722-8454 • F: 706-724-5192

[www.augustamuseum.org](http://www.augustamuseum.org)

## Rental Rules and Regulations

The Augusta Museum of History operates as a cultural and educational organization committed to improving the quality of life in the CSRA. Its mission is to collect, preserve and interpret history in relation to the past of Augusta and its environs for the education and enrichment of present and future generations. Therefore, the following rules and regulations are required:

1. Lessee will be held responsible for all actions of his caterer, bartender, florist, band/DJ and guests.
2. A museum staff member must be present at each event. If a tour of the museum is desired, arrangements must be confirmed a minimum of two (2) weeks prior to the event.
3. The staff of the Augusta Museum of History (AMH) will not be responsible for setting up or breaking down of any tables, chairs, decorations, etc. AMH staff is not responsible for any equipment brought in by or for the lessee. The museum is not responsible for loss or damage to any equipment or to guests' belongings. AMH staff responsibility is limited to protection of the museum and its contents.
4. No smoking is permitted anywhere in the building. Smoking is permitted outdoors only; lessee must provide receptacles for cigarette disposal.
5. All electrical hookups for additional lighting must be approved by the management.
6. Lessee may not hang, tape, staple, tack or glue any materials on the interior or exterior walls of the museum. No artifact, any part of or all of an exhibition or furniture may be moved or disturbed.
7. Lessee is responsible for securing the services of a caterer. The name of the caterer must be supplied to AMH, and the caterer is required to meet with an AMH representative prior to finalizing plans for the event. The museum reserves the right to approve the lessee's selection of caterer. Lessee is responsible for hiring all necessary additional staff for the function.
8. Food and drink may be served only in the first-floor and second-floor rotunda areas. No open flame cooking is permitted. Sterno-type warming trays are permissible – an attendant must remain with them at all times. All food must remain in the rotunda areas. Drinks may be permitted in certain galleries unless restricted by specified exhibition requirements.
9. Lessee is responsible for adhering to all city and state laws regarding the use of alcoholic beverages and must obtain all necessary alcohol licenses and permits as required by law. Bartenders must be at least 21 years of age; alcoholic drinks may not be served to minors, and non-alcoholic beverages must be available.
10. No artificial platforms and no carpentry work are allowed inside the museum. Only approved risers or staging may be used.

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## Rental Rules and Regulations (cont.)

11. Any plants/flowers brought into the museum must be clean and free of pests.
12. AMH reserves the right to approve the musician(s) for any event.
13. Lessee is responsible for any damage to the museum facility and its equipment as a result of theft and/or negligence.
14. Lessee shall assume all responsibility and shall indemnify AMH from any injury to persons attending the event or loss of their property.
15. Rice, glitter, birdseed, confetti, liquid string, rose petals or other similar objects may not be used inside the museum. Liquid string, glitter and rice may not be used outside the museum.
16. Matches, sparklers, bubble machines or smoke machines are not allowed on the premises.
17. AMH reserves the right to refuse any items brought into the museum by the lessee or agents thereof which could cause damage to the museum or injury to the guests.
18. All functions are to begin no earlier than 5:00p.m. and are to end by 12:00a.m. AMH reserves the right to insist that guests, caterers, florist, band members, etc. leave the building at the agreed time.
19. AMH will not assume any responsibility for any items left by the lessee, cater, florist and/or guests.
20. All printed materials are subject to the approval of AMH prior to final printing. Approval must be received from the museum director to use the museum's logo in any printed material. All publicity concerning AMH must be cleared and approved by the museum's director.
21. All food and trash must be removed from the museum immediately following the event. (See Caterer's and Florist's rules for specific details.) All equipment (including tables, chairs, stage, etc.) must be removed no later than 10:00 a.m. the morning following the event.
22. The lessee is responsible for securing and compensating police and fire personnel needed for the event.
23. The balance of the rental fee is due 60 days before the event; failure to pay within 60 days will result in a loss of all funds paid to date. The rental fee is fully refundable if notification of cancellation is made 30 days prior to the scheduled event.

**An Augusta-Richmond County ordinance requires that the Lessee contact the Police Dept. (Sergeant Michael House – 842-5629) and the Fire Dept. (Captain Tommy Cox – 821-1644). Each will want to know the nature of the event and will require the lessee to have a policeman and a fireman on duty during the scheduled event. (If alcohol is served or sold, the officer must be on duty throughout the event.) All charges for these services are the responsibility of the lessee. Please make contacts at least two (2) weeks before the event.**