

## GENERAL RENTAL GUIDELINES

- The event should not interfere with the normal workflow of Security or Staff members or museum/gift shop access by museum visitors.
- No artwork may be moved or removed. **NO EXCEPTIONS!**
- Smoking and any open flame (candles, votives, etc.) is strictly prohibited.
- No museum object on open display, including furniture, may be touched or have anything draped or attached to it or its stand or display case.
- Any decoration or chairs used near artwork must be away from art, the distance to be at the staff's discretion.
- Decorators and plant and flower designers are encouraged to visit the museum to see and measure the display area in advance. A prior appointment with the Museum Rental Manager is required.
- The museum will not be held responsible for any items left after an event and will dispose of them.
- All children will be under the direct supervision of an adult at all times while in the museum. The adult is fully responsible for the child/children and their behavior.

## SECURITY DEPOSITS

- Renter assumes all responsibility for damage to the building and/or its contents, including the objects of art on display throughout the museum.
- A refundable \$350 Reservation Fee/Damage Deposit and a signed Rental Agreement will secure your reservation.
- The \$350 Reservation Fee/Damage Deposit is refunded after your event if there are no damages to the museum or violations of the Use Guidelines. *This refund is at the sole discretion of the Museum Rental Manager.*
- In special circumstances, the museum may require Renter to purchase special insurance in advance of their event.
- Museum Staff and/or Security will be present during events to supervise the building and to close the building at the end. It should be clearly understood that the duties of the Staff and Security concern only the security of the building. Staff and Security are not to be asked to assist with set-up, take-down, or transporting of any items. Tipping of Staff and Security is strictly prohibited.

## CLEAN UP

- Renter must provide to the on-duty Security Staff or Museum Rental Manager the name of a designated person who will be responsible for clean-up. This person will report to the Security Staff or Museum Rental Manager at the beginning of the event and oversee clean-up at the end of the event.
- Any damage by the use of red wine in Bryce Hall or the staircase will be the financial responsibility of the Renter. Red wine is NOT PERMITTED in any of the galleries.
- All food, decorations, tables, and chairs must be removed from the premises immediately following an event. Tents, tables, and chairs rented from a Preferred Vendor may be removed from the premises on the morning of the next business day provided that prior arrangements have been made with the Museum Rental Manager.
- Renter is responsible for clean-up by caterers, florists, photographers, musicians/DJs, and all other service providers hired for the event.
- If the museum should require excessive clean-up, Renter assumes all responsibility to pay for that clean-up.
- The Renter may opt to purchase clean-up by professionals *provided by the museum* at a flat rate of \$350, payable at the time of Rental Agreement signing.

## DECORATOR GUIDELINES

- Decorating to be done the day of the event *only* during Museum Hours.
- The following materials are prohibited as part of the decorations:
  - \* Glitter/Confetti/Sprinkles
  - \* Lit candles
  - \* Bird or insect nests
  - \* Soil
  - \* Moss collected in the forest (nursery grown mosses are permitted)
- The use of aerosol cans, Silly String, glue guns, paint, lacquer, and Wilt-Proof is prohibited.
- No adhesive tape or wire may be used to attach decorations to walls. Pipe cleaners may be used to attach garland to railings.
- Helium balloons are not permitted in any of the galleries.
- Fog machines are not permitted anywhere in the building.

## FLORIST GUIDELINES

- **No floral preparations may be carried out anywhere in the museum.**
- Plants and flowers brought in for special events must be removed from the building in their entirety at the end of the event.
- Only live or fresh-cut long-lasting plant material may be used. No fresh fruit or vegetables should be used within 4 feet of any artwork.

## CATERER AND BAR GUIDELINES

- A copy of liability insurance and all licenses required doing business within the State of Wyoming and the City of Casper must be submitted to the Museum Rental Manager who will keep copies on file and will require updates of such at the beginning of each calendar year.
- Vehicles may not be parked in the museum's fire lane at any time.
- The catering company will be held financially responsible for damages caused to the museum by their staff.
- The catering company may be fined for violations of the museum's guidelines
- The caterer or caterer's captain is responsible for informing his/her staff of all applicable museum policies and communicating with the Museum Rental Manager or Security Staff.
- No exposed food, beverages, or wares with food/drink residue may be left anywhere on the museum premises after the event.
- Do not roll heavy carts or equipment across the wooden museum floors. Furniture and equipment should be lifted when moving.
- The kitchen stove, oven, and microwave may be used.

- The refrigerator is used by museum staff; contents may not be removed.
- Any spills are to be cleaned up immediately.
- If a grease spill occurs, it must be immediately cleaned up and then inspected by on-duty Security Staff or the Museum Rental Manager for final determination of cleanliness.

## BAR GUIDELINES

- Renter and Caterer are responsible for securing and providing evidence of permits and/or licenses necessary to serve alcoholic beverages.
- *No kegs will be allowed.*
- **Abuse of any of these guidelines will result in caterer's removal from preferred vendor list and banishment from future museum use and events.**

NICOLAYSEN ART MUSEUM & DISCOVERY CENTER

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