



## User Fee Schedule

Facility Base User Fee	Monday-Thursday	Friday & Sunday	Saturday
<b>Private Function</b> <i>3 Hours</i>	<b>\$900</b>	<b>\$1000</b>	<b>\$1200</b>
<b>Wedding Ceremony</b> <i>3 Hours</i>	<b>\$900</b>	<b>\$1000</b>	<b>\$1200</b>
<b>Wedding Reception</b> <i>5 Hours</i>	<b>\$1850</b>	<b>\$2100</b>	<b>\$2250</b>

Facility Base User Fee for events includes two (2) hours for setup immediately prior to event, as well as one (1) additional hour for clean-up. The Facility Base User Fee includes access to the grounds and the exhibit buildings. The Living History Farm is not included in the rental fee and is not available for special events. Areas of use must be identified and approved by Event Coordinator no later than 30 days prior to event. Wedding Ceremonies are also allotted a one (1) hour Ceremony Rehearsal the day before the event, after the museum closes at 4:00 pm. The Rehearsal must be scheduled with the Event Coordinator.

\_\_\_\_\_  
Renter Initials, Date

### Additional Fees

*If not previously established as part of a written contract, any of the following fees are subject to be paid through the Damages/Security Deposit.*

**Event Overtime** **\$150/hour**  
 In excess of allotted set up or event time  
 (minimum of 1 hour; only whole-hour increments)

\_\_\_\_\_  
Renter Initials, Date

#### **Additional Meetings with SCM Event Coordinator**

All contracted events with the museum are allotted two (2) working meetings with the Event Coordinator to tour grounds, make site set-up decisions, and any decorating/vendor questions and decisions. These are usually scheduled by the Renter during initial planning of the event and 30-60 days prior to the event.

**Additional Meetings** **\$75 each**

\_\_\_\_\_  
Renter Initials, Date

#### **Clean Up**

Users are required to leave the museum in good order along with the removal of all trash and litter from the premises at the immediate conclusion of the event.

**Trash Not Removed** **\$100**  
**Facilities Not Cleaned** **\$100**  
**Grounds Not Cleaned** **\$100**

\_\_\_\_\_  
Renter Initials, Date



### **Deposit & Damage/Security**

A non-refundable user fee deposit of \$250 and a completed and signed application are required to secure a date at South County Museum. Users may not transfer their approved date to another user. A \$400 Damage/Security deposit along with the remaining user fee (minus the original deposit) is due **60 days** prior to the scheduled event. Damage/security deposit will be returned four (4) weeks following the event provided there is no damage to the facility, all regulations were abided by and no additional user fees are due.

---

Renter initials, Date



## Policy & Guidelines for Private Use

Thank you for considering South County Museum (SCM) as the site for your special event. Here are some answers to questions you may have. Your initialing and dating indicates that you have read and understand the policies and guidelines outlined below. We encourage you to check our website for additional information about our facilities at [www.southcountymuseum.org](http://www.southcountymuseum.org). Potential users are encouraged to visit SCM prior to submitting an Application for Use.

### Times of Use

- SCM is available for special events May through mid-October.
- No event activities shall occur after 10 p.m. All vendors must be off-premises by 11:00 pm.

\_\_\_\_\_  
Renter Initials, Date

### Capacity, Parking, and General Facilities

- There is adequate free parking. Buildings conform to ADA guidelines.
- The Metz Exhibit Hall has a maximum capacity of 65 seated guests, or 85 not seated.
- The interior of the Sprague stable is 65' x 40'.
- Outside cooking is allowed in designated areas.
- The renter recognizes the historic nature of South County Museum's buildings and the value of its collections and agrees to exercise the greatest possible caution and due care to protect these buildings and collections. Artifacts and exhibits may not be decorated, moved, or relocated without special permission of the SCM Executive Director or their agent.
- No smoking is allowed within 50' of buildings.
- Portable toilets must be rented for parties of over 65 guests for events lasting more than three hours.

\_\_\_\_\_  
Renter Initials, Date

### Vendors

- SCM welcomes all liability insured vendors. If a potential vendor does not appear on our Vendor List, they must fill out an application provided by the Event Coordinator. All vendors must be approved by the Event Coordinator/SCM staff
- Facility Base User Fee for events includes two (2) hours for setup immediately prior to event, as well as one (1) additional hour for clean-up.
- Supplies, equipment and rentals may be delivered in advance of the day of the event, but this must be scheduled with and approved by the SCM staff.
- Rental of tables, chairs, tents and portable toilets are the responsibility of the user.
- SCM has very limited kitchen facilities. Potable water is available to caterers.

\_\_\_\_\_  
Renter Initials, Date



## Alcoholic Beverage/Bar Service

- If liquor is to be served at a private event, it must be done as an open bar. Cash bars are not permitted except as allowed by state law for qualified organizations.
- Alcoholic beverages must be served by a licensed bartending service company carrying a Class P License, a \$1 Million Dollar Liquor Liability Insurance Policy and a \$1 Million Dollar General Liability Insurance Policy.

\_\_\_\_\_  
Renter Initials, Date

## Insurance

- All renters are required to acquire general liability insurance for the event.
- Alcoholic beverages must be served by a licensed bartending service company carrying a Class P License, a \$1 Million Dollar Liquor Liability Insurance Policy and a \$1 Million Dollar General Liability Insurance Policy.

\_\_\_\_\_  
Renter Initials, Date

## Entertainment/Music

- No event activities, including the playing of music, shall occur after 10 p.m. All vendors must be off-premises by 11:00 pm.
- Extension cords can be provided from the Print Shop to the stables for ceremony DJ purposes.
- All exhibit areas are off-limits for vendor display and use.

\_\_\_\_\_  
Renter Initials, Date

## Decorating and Set Up

- No open flames such as candles are allowed in any building. The only exception is the caterer/user must provide an attendant at all times to guard warming equipment with an open flame.
- NO ITEMS OF ANY KIND are allowed to be "released" from any portion of the South County Museum, the parking area or the Canonchet Farm property. This includes: fireworks, Chinese lanterns, balloons, etc. The use of any living creature, including fish and birds, is not allowed.
- Vendors and/or family deliveries and/or set up must occur during normal museum hours, have prior approval of SCM staff, and conform to access outlined in the User Fee Schedule and the Policy & Guidelines for Private Use. Depending on the date, vendors may have access to SCM property prior to the event for setup, but this must be cleared by SCM staff.

\_\_\_\_\_  
Renter Initials, Date



## Rental Deposit, Security Deposit, and Additional Fees

- A \$250 non-refundable user fee deposit, a signed and completed Application for Use, and a signed and completed Policy & Guidelines for Private Use document are required to secure a special event date at South County Museum.
- A \$400 Security Deposit is due along with the remainder of the rental user fee 60 days prior to the event. The Security Deposit will be returned 4 weeks after the event date, as long as no damages have been made to the facilities or grounds and no additional user fees have accrued since initial contract. See the schedule below for the additional user fee schedule.

### Event Overtime

**\$150/hour**

In excess of allotted set up or event time  
(minimum of 1 hour, only whole hour increments)

\_\_\_\_\_  
Renter Initials, Date

### Additional Meetings with SCM Event Coordinator

All contracted events with the museum are allotted two (2) working meetings with the Event Coordinator to tour grounds, make site set-up decisions, and any decorating/vendor questions and decisions. These are usually scheduled by the Renter during initial planning of the event and 60-30 days prior to the event.

### Additional Meetings

**\$75 each**

\_\_\_\_\_  
Renter Initials, Date

### Clean Up

Users are required to leave the museum in good order along with the removal of all trash and litter from the premises at the immediate conclusion of the event.

<b>Trash Not Removed</b>	<b>\$100</b>
<b>Facilities Not Cleaned</b>	<b>\$100</b>
<b>Grounds Not Cleaned</b>	<b>\$100</b>

\_\_\_\_\_  
Renter Initials, Date



115 Strathmore Street, PO Box 709, Narragansett, RI 02882 401-783-5400

## Application for Museum Rental

Name of Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Event Type: \_\_\_\_\_ Estimated Number of Guests: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time (start and end): \_\_\_\_\_

User Fee Deposit Enclosed: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

***My application for use of South County Museum is submitted subject to the following: My application is subject to review and approval of South County Museum Directors. I have seen the museum and familiarized myself with its features and limitations. If I cancel my event after approval, for any reason, my deposit is non-refundable. I agree to abide by all the Rules and Guidelines for Private Use of South County Museum. I have initialed, where required, in the User Base Fee Section and Policies and Guidelines Section acknowledging my approval of all details. Both of those documents are also presented with this contract. My actual user fee will be calculated in accordance with the attached schedule. In case of catastrophic damage to South County Museum, such as fire or natural disaster, that precludes my event from being held, my recourse against South County Museum and its Directors shall be limited to a full refund of fees paid to South County Museum.***

Applicant Signature:

Date:

\_\_\_\_\_