

MARBLEHEAD



M·U·S·E·U·M

Guidelines for use of space in 170 Washington Street

MMHS is not a function coordinator and will not act in that capacity. Arrangements for everything necessary for the event are the responsibility of the renter of the facility. All plans and vendors need to be reviewed and approved by MMHS.

Two MMHS staff members are required on site for all functions and one will be on each level of the building.

Please note: Parking is limited in this area. There is onsite parking for the caterer's van in the brick driveway immediately to the left of the building. All other vehicles must find their own space either on the street or in designated public parking spaces.

Responsibility of Licensee

- A. Food and beverage service is allowed in the Downstairs Gallery only, unless otherwise specified by MHS manager. A bussing area is allowed in the driveway with appropriate table surfaces.
- B. 4 6' Buffet tables are available from MHS for guest or food/beverage service use. Office counter tops and/or desktops may only be used by special permission of the MHS manager.
- C. Rental of space includes use of MHS kitchen, stove, refrigerator, sink, etc. The kitchen must be cleaned thoroughly after use and all food removed from refrigerator. The caterer must take trash after the event. In the event of trash left behind, the client will be billed for its removal \$50.00.
- D. A single rest room facility for guests is located on first floor.
- E. All food/ beverage service must be placed well away from artwork and display cases, under no circumstances may display cases be used for food or beverage service.
- F. Signs will be posted regarding no use of seats and surfaces as guest reminders; these are not to be removed. This is a museum/gallery space. All dirty glassware/dishes cocktail napkins, and ephemera must be bussed off of any display surfaces, as soon as possible.
- G. All activities must conclude by 10:00 PM. This means a 9:00 PM guest departure to allow for clean up.
- H. Music must be subdued and conclude promptly at 9:00 PM due to the residential character of the neighborhood.
- I. Rental and vendor equipment and supplies may be delivered prior to the day of the event and removed the day following the event.
- J. Caterers must be approved by MHS.

- K. It will be the responsibility of the licensee to assure that comprehensive liability insurance for injury and property damage of \$1,000,000 (one million dollars) with the Society listed as named insured is obtained for the event. This insurance must include alcohol liability coverage if alcohol will be offered for consumption. Bar tenders must be provided through bartender agency providing bonded bar tenders. Binder for this coverage must be provided to the Society in advance of the event.

- L. NO SMOKING is permitted in the building at 170 Washington Street.

- M. Birdseed, rice or confetti of any kind is not permitted on the premises or outside.

- N. No open flame grilling is permitted on premises. Candles are permitted if housed in fire-proof container, such as glass.

I have read and agree to the terms stated above and the conditions stated on the next page, which are incorporated herein by reference.

Signed _____

Name (printed clearly) _____ (Licensee)

Date _____