


The Museum of Mobile Southern Market/Old City Hall 111 South Royal Street Phoenix Fire Museum 203 South Claiborne Street Historic Fort Condé 150 South Royal Street	The Museum of Mobile 	George Ewert, Director Post Office Box 2068 Mobile, Alabama 36652-2068 Phone: 251- 208-7569 Fax: 251-208-7686 e-
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SPECIAL EVENTS RENTALS

A modern museum housed in the historic Southern Market/Old City Hall, the museum provides an unparalleled unique venue for your event. In order to use our facility for your function, we do ask that a contribution be made on behalf of the museum. Below is a breakdown of the available areas, as well as the financial contribution for each.

LOBBY, ATRIUM AND MONUMENTAL STAIR:	\$1,000.00
HEARIN-CHANDLER AUDITORIUM:	\$750.00
Simultaneous use of both of the above spaces	\$1,500.00
Classroom (when you rent any of the above spaces)	\$50.00

You and your guests will have access to the Delaney Courtyard free of charge when you rent an indoor space. This will allow you to use the space for passed beverage service and/or passed hors d'oeuvres. However, if you are renting an indoor space and want to use the Delaney Courtyard for additional activities that require more extensive set up (rented tables, chairs, music, food stations, etc.), you will incur a \$200.00 additional fee.

DELANEY COURTYARD (<i>Provides access to the entire museum</i>)	\$500.00
DELANEY COURTYARD -- LIMITED ACCESS TO MUSUEM <i>Provides access to the Refreshment Center and Restrooms With this option, you will only need two security guards.</i>	\$300.00
CLASSROOM A or B: <i>Two hour minimum rental</i>	\$50.00/Hour
CLASSROOMS A & B: <i>Two hour minimum rental</i>	\$75.00/Hour

DEPOSITS

To secure the facility for your special event, a \$500.00 security deposit payment is required. In the event that there is no damage to the facility during the event or additional security hours, this \$500.00 will be returned to you 10 business days after your event. Additionally, a non-refundable deposit amounting to 25% of the total facility donation is required.

SECURITY

In addition to the above contribution, groups or individuals using the museum's facilities after hours must also cover the cost of the required security guards at the rate of \$20.00/per hour/per guard. The number of hours billed will equal the number of hours spent working in

conjunction with your event after the museum is closed to the public. This time may exceed the duration of your event due to set up and break down requirements. The minimum number of guards required is four (4). However, this number may increase based on the space used and number of attendees.

EVENT RENTAL BASIC RULES & REGULATIONS

The Museum of Mobile is pleased to serve as a beautiful and historic backdrop to your event; however, we are a Museum first and foremost. The rules and staff serve to protect the building and the artifacts that have been entrusted to us.

For more information and clarification of the rules and regulations refer to your contract or contact the Special Events Coordinator, 208-7652 or museumevents@cityofmobile.org

BEVERAGE POLICY

Due to the damage potential of **red beverages**, the consumption of these is **prohibited** in the museum. This includes red wine, cranberry juice, punch and ANY OTHER red beverage. However, all other beverages (alcoholic or non-) are allowed.

If alcohol is served, the Museum of Mobile requires that a certificate of comprehensive general liability insurance with limits of liability of not less than \$1,000,000.00 for all injuries and/or deaths resulting from any one occurrence must be provided. The policy must name the Museum of Mobile, and its directors, officers, agents, employees and volunteers as additional insured, at no cost to the Museum of Mobile.

If the caterer or beverage supplier cannot provide this, or offers it at a cost the client does not want to pay, the client can sign a personal indemnity clause (provided by the Museum of Mobile) in lieu of the insurance certificate.

FLOWERS

Both real and **artificial flowers** are allowed in the Museum of Mobile. However, if real flowers are used, they must be **cut flowers from a professional florist**. No flowers in soil, whether from a florist or not, are allowed under any circumstances. Likewise, no cut flowers from a yard or any other source besides a professional florist are allowed under any circumstances. This is to ensure that our artifacts are not infiltrated by bugs of any kind.

HOT FOOD

The Museum of Mobile does not allow for cooking of any kind to take place in the facility. If a caterer needs to cook and/or prepare food onsite, they may set up outside our building in the alley just outside our loading dock area off of Royal Street. Inside, the only warming appliances that are allowed are **chafing dishes** with sterno or **heat lamps**. Any other appliance (gas burners, hot plate, etc.) is considered a cooking appliance and is therefore not allowed.

WEDDING THROWS

The Museum of Mobile does not allow the distribution of or use of wedding throws (rice, bird seed, bubbles, lavender, etc.) inside the building, even if distributed and used outside. However, rose petals may be tossed, if distributed outside the Museum. You may choose to distribute **wedding bells** to guests to ring as you depart in lieu of a throw.

EQUIPMENT

Any equipment brought into the Museum for an event, other than tables and chairs, must be approved in advance by the appropriate museum staff member.

DOCENTS

Based on availability, museum docents can be scheduled for your functions in order to provide your guests with information and insight into the exhibits, as well as answer questions they may have. If scheduled, a \$30.00 per docent fee will be charged. Additionally, it is asked that as a courtesy, the docents are included in the food and beverage service if your event is catered.