

ART MUSEUM OF SOUTH TEXAS
Facility Rental Policy/Non-Public Hours

Eligibility

The Museum is available for rental to Museum members at the \$50 or above membership level, for meetings, conferences and special events which comply with the Museum's mission, and goals of Texas A&M University-Corpus Christi. All individuals, groups, businesses or organizations using the Art Museum of South Texas (AMST) must comply with all federal, state and city regulations. Rental fees are established by the Art Museum of South Texas Board of Trustees.

No commercial sales, trade shows, or events in support of a political campaign are permitted in the Museum's facilities.

Criteria for Scheduling

Consideration of each request is based upon the timing of the event in relation to the Museum's activities and other events, the ability of the Museum staff to accommodate the intended use, and the suitability of the event with regard to the safety and security of the facility and its contents.

Reservations may be made up to one year in advance subject to availability.

Requests for the use of the facility must be made at least thirty days in advance of the proposed event.

Payment of Fees and Cancellation Policy

The payment of fees is due according to the Facility Rental Fee Schedule (attached). All fees are non-refundable, unless the event is cancelled by the Museum.

Payment of fees can be made by cash, check or credit card.

The Museum reserves the right to cancel any event due to conditions beyond the Museum's control. If the Museum cancels an event, rental fees will be refunded in full.

Insurance

Proof of liability insurance of \$1 million must be on file at AMST two weeks prior to the event. Sublessee shall name Art Museum of South Texas as additional insured.

Safety and Security

The safety of visitors and collections will not be compromised for any event. All guests will be expected to comply with museum etiquette (i.e. do not touch the art, no running).

Children must be supervised by an adult at all times.

Event security requires a minimum of two (2) security guards be present for all events. Additional security requirements may be imposed by the Museum depending upon specifics of the event, number of attendees or if alcoholic beverages are served.

Sublessee and participants must immediately comply with all instructions of the Museum staff regarding safety and security. Museum security is authorized to expel individuals who violate Museum policy.

Exhibitions

Exhibits are the foundation of the AMST and are subject to change without notification.

Exhibits that are present at time of contract signing may not be on display on the contracted date.

Exhibits will not be rearranged or relocated to accommodate outside events.

Event Staging

Staging for functions held in galleries or public space may begin at 5 p.m. The building must be secured and all guests must have vacated the building by 1 a.m., unless prior written agreement is made with the Museum.

Set-up and take-down is the responsibility of the Sublessee.

All staging and delivery plans including catering, decorating, music or other third party services must be approved by the Museum prior to the event.

The use of any kind of machine to create fog, smoke or mist is prohibited.

No Museum fixtures or objects may be moved except by the Museum staff. All decorations must be installed under the direct supervision of a Museum staff member.

All tables, chairs or other props must be placed at least three (3) feet away from artworks and allow passage at a safe distance from the artwork.

All decorations must be free standing; nothing may be affixed to the walls, fixtures or Museum objects.

The use of tape, wire, staples, tacks, glue and similar items are permitted only with prior approval.

The use of glitter is prohibited.

All decorations must be flameproof.

Use of any type of fire or open flame is prohibited. (Candles in enclosed containers are permitted.)

Surge protectors are required for all electrical equipment. AMST will not be responsible for damaged electrical equipment when the client or any vendor fails to use adequate surge protection.

All items not belonging to the Museum must be removed by the Sublessee immediately after the event. Any decorations or other materials left behind will be disposed of by the Museum staff.

Accessibility and Parking

All areas of the Museum building are accessible to all persons, including those with physical disabilities, with entrance and exit through the front door. The Museum has no control over the availability of parking spaces or enforcement of parking regulations. Parking in the vicinity is managed by the City of Corpus Christi through the American Bank Center. Special parking needs can be arranged by calling 361-826-4100.

Food and Beverage

If food or beverages are to be served at an event, all arrangements must be approved by the Museum in advance.

Hester's Café and Coffee Bar is operator of the Museum café and the primary caterer for the Museum (effective 9/1/11). If a vendor other than the Hester's Café is used for catering food, a 15% fee of the total catering bill will be assessed to the Sublessee. The Sublessee is solely responsible for compliance with all Museum regulations regarding catering, food preparation, and beverage service.

Sublessee is responsible for removal of all food, beverages, supplies and equipment at the conclusion of the event.

Permission to serve alcoholic beverages must be approved in advance by the Museum. All Texas Alcohol Beverage Commission (TABC) laws must be followed while on the premises.

Hester's Café and Coffee Bar is the exclusive liquor caterer of the Museum (effective 9/1/11).

The Café is only available to the Sublessee when Hester's Café and Coffee Bar is the contracted food vendor for said event.

Other Regulations:

Sublessee may not use the name of the Art Museum of South Texas in connection with the event except as the location, without the express written consent of the Museum, to ensure that there shall be no sponsorship, affiliation or approval, expressed or implied, of Museum by the user. Advertising and publicity naming the Art Museum of South Texas as the location may not begin until the event is contracted through the AMST.

All rooms and galleries not listed in the contract are excluded from use. Access to offices and equipment is not permitted.

The Sublessee will be financially responsible for any damage to Museum property.

Photography is allowed for educational or personal use only. Limited flash photography allowed.

Smoking is not permitted in the Museum buildings.

**FOR MORE INFORMATION
CALL 361-825-3500 OR VISIT US ONLINE AT
www.artmuseumofsouthtexas.org**

**ART MUSEUM OF SOUTH TEXAS
Facility Rental Fees**

BUILDING/ SPACE	CAPACITY	RENTAL FEE (4 hours)	ADDITIONAL HOUR(s)	ADDITIONAL HOUR(s) after 1:00 a.m.	ADMISSION FEES	DEPOSIT OF FEES
Museum Complex	Up to 600	\$1500	\$300 pr hr	\$600 per hr	\$2 per person	\$1000 non-refundable fee is due upon contract signing
Miller Building	Up to 350	\$1000	\$200 pr hr	\$400 per hr	\$2 per person	\$500 non-refundable fee is due upon contract signing
Johnson Building	Up to 350	\$1000	\$200 pr hr	\$400 per hr	\$2 per person	\$500 non-refundable fee is due upon contract signing

PAYMENT OF FEES SCHEDULE

1. A deposit of rental fees (as stated above) is due upon contract signing.
2. The balance of rental fees is due in full 90 days prior to the event.
3. Additional fees (additional contracted hours, admission fees) are due in full 30 days prior to the event.
4. Charges in excess of contracted rental fees, additional hours or admissions, will be invoiced and payment shall be due in full seven (7) days following the event.
5. Payment of fees can be made by cash, check or credit card.
6. All fees are non-refundable.