



N O R T H C A R O L I N A  
**Museum of Natural Sciences**  
A T W H I T E V I L L E

**Museum Room Use Policy**

**Availability and Accountability**

The NC Museum of Natural Sciences at Whiteville is available for use by non-museum users only if there is no scheduling conflict with other museum activities. Bookings shall be arranged on a first-come basis. The NC Museum of Natural Sciences at Whiteville shall not be used for any unlawful purposes or religious or political rallies, religious or political fundraisers, press conferences, or any activities in direct association with a religious or political rally, fundraiser or press conference. The person reserving the room shall be held responsible for the conduct of those attending the function. Functions by outside groups shall not disrupt the operation of the Museum. Fees provide ongoing support for the NC Museum of Natural Sciences at Whiteville.

**Spaces Available**

Space	Capacity for Occupancy	Availability	Price
Exhibit Area (1st Level)	343	Night Only	\$500 Half Day
Mezzanine (2nd Level)	100	Day or Night	\$300 Half Day, \$500 Full Day
Classroom	45	Night only	\$200 Half Day
Executive Board Room	30	Day or Night	\$200 Half Day, \$400 Full Day

We are pleased to offer rental of the NC Museum of Natural Sciences at Whiteville for business meetings, banquets, receptions, birthday parties and other events, but please note that such activities may not interfere with the normal public operation of the Museum. (The Museum may not be used for political campaigns, political fundraisers or religious events.)

Patrons may not book the facility for the purpose of renting to another party (third party rental). Third party rentals will result in the loss of rental privileges for all parties involved.

Day Fees apply to normal operating hours: Tuesday through Saturday, 9:00 am to 5:00 p.m.

Night Fees apply to hours outside of the Museum's normal operating hours.

A Full day consists of eight consecutive hours; a half day of 4 consecutive hours.

- Non-profit groups: 10% Discount
- Governmental agencies: Free day use only

**\*\*Please note: Fundraisers are only allowed at the discretion of the Museum Director**

### **Museum Room Use Policy**

- Additional fees for security and event set-up are the sole responsibility of the user.
- An additional fee of \$300 will be assessed for use of the Museum on any official state holidays.

**\*\*Please note: Fundraisers are only allowed at the discretion of the Director**

**\*\*All Events must be concluded (including clean-up) by 10:00 p.m. Failure to comply with agreed upon beginning and ending times as well as staying within the agreed rental area may result in the assessment of additional charges.**

Fees are subject to change at any time; however, fees agreed upon will be honored for any reservation booked before the change.

Applications for Use shall be submitted at least thirty (30) days in advance of the function. A contact person for the user shall arrange to view the room at least five (5) days in advance of the function. Applications for Use must have the approval of the museum director.

An Agreement shall be signed and total payment paid in advance of the function. A housekeeping deposit of \$100 shall also be paid in a separate check at least five (5) calendar days in advance of all after hour's functions to cover spills or damage to the museum or grounds. This may also be applied to any additional charges for the event, i.e., equipment use, extra time in the museum, etc. Following the function, the staff shall make an inspection. If the physical plant, equipment and furnishings are found to be in compliance with the regulations set forth here, the deposit check shall be returned to the user. If corrections or repairs are required to the physical plant, equipment or furnishings, all or part of the deposit shall be used to defray those costs. The deposit shall be returned or a report on damages provided within five (5) calendar days of the event. Any damage in excess of the security deposit is the responsibility of the lessee and shall be paid within ten (10) days.

### **Cancellation Policy**

If an event is cancelled before 30 days of event, 100% percent of the base fee will be refunded. If event is cancelled within 30 days of the scheduled event, 50% of the base fee will be refunded. However, if event is cancelled within 24 hours of event, no refund will be issued. If any unforeseen event occurs, including, without limitations, fire, hurricane, casualty or any other situation which renders impossible the fulfillment of the terms of the room use agreement, the user or lessee shall have no right to claim damages against lessor/the museum. In this situation, lessor will return any moneys paid by the user/lessee.

### **Waiving or Reduction of Fee**

If the user is affiliated with the museum or has been invited by the museum to use the facility, all or part of the fees may be waived at the discretion of Museum Director. If an event is cancelled where the fee is waived, lessee/user is responsible for notifying the museum. Failure to comply will result in the loss of future fee waived privileges and a fee may be imposed.

## Museum Rental Rules and Guidelines

To ensure a safe, enjoyable event for you and your guests, the Friends organization requires that you follow certain rules. Safety, health, and fire issues are of paramount concern to everyone and to the exhibits. Thank you for helping us to ensure that the Museum is a beautiful location for your current and future events by following the Client Requirements listed below.

### **General Information**

- The NC Museum of Natural Sciences at Whiteville closes at 5:00pm. Event setup typically begins at 4:30 p.m. Evening rentals typically occur between 6pm and 10:00pm (excluding teardown). We will be happy to discuss other options with you. Museum exhibits may not be altered in any way.
- We strive for 100% exhibit operation, but some exhibits are occasionally shut down for maintenance based on attendance and/or use. No discounts or refunds will be made for these closures.
- The Client shall not exceed maximum occupancy per floor or per rental area. Maximum occupancy per rental area is listed under "Capacity" on the Price Guide for Event Rentals.
- The Friends and the Museum shall not be responsible for any lost, stolen, damaged or destroyed items or property belonging to Client or Client's guests while on the Museum's premises.
- The Client assumes full responsibility for any lost, stolen, damaged or destroyed items or property belonging to the Museum.
- The Client agrees to pay the cost of repair, restoration, replacement or damage done by the Client, the Client's subcontractors, vendors, or invitees to the Museum, its equipment or exhibits.
- Smoking is prohibited throughout the Museum and its grounds.
- Fire lanes must be clear at all times. Guests must evacuate the building immediately, if the fire alarm sounds.
- **Balloons, bubbles, popcorn, sequins, confetti, sparklers, streamers, fog machines etc. are not allowed in the Museum.**
- The Client will be responsible for commercial cleaning of carpets and walls stained during an event if damage exceeds normal wear and tear.
- Client is to ensure that all vendors review and agree to comply with all Museum requirements.
- Please share with your guests that leaning or **sitting** on parts of **exhibits** is strictly prohibited when taking photos or for any other reason.
- Client agrees that the Museum will **not** be used for religious or political rallies, religious or political fundraisers, press conferences, or any activities in direct association with a religious or political rally, fundraiser or press conference.
- Non-members who rent the museum for evening events will become one-year members at the family membership level, and will be billed for the membership fee on their final invoice. Membership benefits include free admission to hundreds of museums nationwide. The membership may be used by only one individual and their immediate family residing in the same household.

### **Alcohol and Food**

- An ABC permit is required for any event at which alcoholic beverages are served. If your caterer does not have the required permits, the client is responsible for obtaining a Limited Special Occasion ABC permit. Contact the ABC Commission at 919-779-0700. <http://abc.nc.gov/Permit/SpecialPermits>
- Client will provide a copy of the approved permit to the Museum Rental Coordinator at least one week prior to the event.
- Client or Client's caterers are responsible for checking the identification of all persons to whom they wish to serve alcohol. All persons receiving alcohol must be at least 21 years of age.
- Alcoholic drinks may not be carried outside of the building.
- Alcohol may not be possessed or consumed outside of the building.
- All bars must close and alcoholic beverage services must cease at least fifteen (15) minutes before function end time.

- Food must be served in conjunction with any event where alcoholic beverages are served. Food must be provided for the expected number of guests.
- **According to ABC Commission policies, individuals and companies may not charge admission, have cash bars, sell tickets in advance or collect money at an event for which alcohol is served.** This does not apply to non-profit organizations.
- Outside or donated alcohol is not permitted. This does not apply to non-profit organizations.
- No alcohol shall be stored at the Museum.
- **The caterer is required to remove all event garbage from the Museum immediately following event.**
- Caterers may use “canned heat” or a similar system to warm dishes provided that an appropriate fire extinguisher is kept within reach of the server. Grilling is not permitted inside the Museum. Electric or gas heating devices are not permitted in any area of the museum, and burners are not allowed.
- Caterers are responsible for bringing tray stands and trays to be placed outside of and around exhibits for glassware.
- If **ice, water, or any** item that could cause carpet damage or wetness is brought into the main museum areas, a rubber mat that fully covers the area **must** be placed underneath by the client.
- Tables and chairs may **not** be set up in hallways.

### Boardroom

- The Client will not exceed maximum occupancy per floor or per rental area. Maximum capacity for the boardroom is 30 people.
- Boardroom rental does not include the mezzanine outside the room.
- Boardroom area is not to be used for breakout sessions, meals, or any other group activity.

### Children

- For events involving **children, please do not bring or offer candies (wrapped or unwrapped) as part of the event or as part of a goody bag or decoration.**
- Client shall provide parental supervision for all events involving children.

### Decorations

- Decorations may not be affixed to Museum walls, floors, or ceilings in any manner.
- Artificial flowers may be used. **\*\*Live flowers and potted plants are prohibited as decoration anywhere in the Museum. \*\***
- **Balloons, bubbles, popcorn, sequins, confetti, sparklers, streamers, fog machines etc. are prohibited from use anywhere in the Museum.**
- Ice sculptures and fountains must be set-up after the Museum closes to the public and must be removed by 8:30 a.m. the following morning (for evening events). Protective mats must be used under all fountains and ice sculptures to protect carpet and floors.
- Open flames including but not limited to candles, torches, and oil lamps may **not** be used in the Museum. Candles may be used providing the holder is taller than the flame. Please ask the Museum Rental Coordinator for guidance.
- Linens and coat racks are the responsibility of the Client.

### Equipment and Programs

- If the Client secures additional equipment, Museum and Friends personnel are not responsible for storage, moving, setting up, taking down, or any losses or damage with respect to this equipment.
- **Any additional equipment desired, other than tables and chairs must be approved in advance by the Museum Rental Coordinator.**
- Audio-visual services and Educational Programs are available for an additional fee. **Thirty (30) days advance notice required for all audiovisual needs and programs.**
- If the Client needs Audiovisual Equipment moved, please contact the Museum Rental Coordinator. **Please do not move any audiovisual equipment on your own.**

- The Client or Client's vendor must install all decorations and props on the same day of the event (beginning at 5:00pm) and remove them at the conclusion of the event. All decorations must be free-standing.
- **Deliveries** – For evening events, rental equipment and decorations must be delivered to the rear entrance after 3:00 pm the day of the event.
- **All vendors delivering items must check in at the front desk upon arrival.**
- All client and rental items must be removed from the Museum before opening time the next day (before 9:00 am Tuesday – Saturday).

#### **Insurance**

- Client or Client's vendors must show proof of both general liability and dram shop liability insurance as outlined in the insurance agreement.

#### **Live Animals**

- Only service animals are allowed inside the Museum.

#### **Music and Dancing**

- A dance floor must be used in all areas designated for dancing and must be removed before the museum re-opens at 9:00 a.m. the following morning.

#### **Payment & Cancellations**

- Please make checks payable to "Friends of the NC Museum of Natural Sciences at Whiteville" There is a \$50.00 processing fee on all returned checks.
- If an event is cancelled before 30 days of event, 100% percent of the base fee will be refunded. If event is cancelled within 30 days of the scheduled event, 50% of the base fee will be refunded. However, if event is cancelled within 24 hours of event, no refund will be issued.
- If any unforeseen event occurs, including, without limitations, fire, hurricane, casualty or any other situation which renders impossible the fulfillment of the terms of the room use agreement, the user or lessee shall have no right to claim damages against lessor (the museum). In this situation, lessor will return any monies paid by the user/lessee. It is agreed that should the Event be cancelled by any cause beyond Client's and/or Museum's control including acts of God, fire, explosion, weather, disease, war, insurrection, civil strife, riots, government action, or power failure, Friends of the Museum shall return any unexpended funds, including deposit received hereunder.

#### **Security and Contacts**

- The Client shall provide greeters for the event. Greeters shall remain at the front entrance of the Museum for the first half-hour of the event and direct invitees to the event area.
- The Museum Rental Coordinator shall provide a list of approved security providers and guidelines.

The Museum reserves the right to refuse any event. We also reserve the right to slightly alter an event's layout, menu, or other detail to meet Museum guidelines. We will work with you to ensure that your event is a wonderful occasion and that Museum guidelines are met.