

Delta Music Museum Arcade Theatre
Event Rental Application Form

Event Name, Organization Name, Contact Person and Contact Information:

Phone: _____

Date & Time of Event: _____

Expected Attendance: _____

*All functions and events are limited to four (4) hours in duration and must adhere to the Governors Covid-19 Safety Standards. Seating capacity for Arcade Theater is determined by the Louisiana State Fire Marshal.

Catered Event:

Food _____ Alcoholic Beverages _____ Drink _____

Entertainment _____ Admission Charge _____

Security Needed? _____ (If Alcohol will be present additional Security is required)

Tables/Tablecloths/Chairs Needed? _____ How many? _____

Delta Music Museum staff member(s) working if approved?: _____

Detailed description of the event and purpose:

Attach a copy of the acknowledged Secretary of State Facility Rental Policy must be included along with this rental application.

Requested by: _____

Date: _____

Signature of Rental Applicant

SOS Museum System Director Approval: _____

Date: _____

**SECRETARY OF STATE MUSEUM DIVISION FACILITY
RENTAL POLICY
DELTA MUSEUM & ARCADE THEATRE**

While the Secretary of State's Museums encourage and support the use of its facilities for events and activities, all events are subject to the following policies and procedures to ensure the safety and integrity of the Museums, collections, and visitors. We ask all who use the Museums to respect and comply with the policies and procedures.

Availability

The Delta Music Museum Arcade Theatre is available on a limited basis to individuals or organizations for private functions. Individuals and organizations using the facility will adhere strictly to the Museum's policies. There will be no exceptions.

Events that may conflict with the facility's primary function and schedule will not be given consideration for use. Reservations, proposed plans, and arrangements for an event will be submitted on the Facility Use Agreement and must be signed by the renting organization, returned to the Museum System Event Coordinator and approved in advance in order for the event to take place on the date requested.

Payment Schedule

A non-refundable deposit of 10% of the event fee is required to confirm a date. The event balance is due thirty days prior to the event. Payments may be made by check or money order made payable to the Louisiana Secretary of State.

Damage/Clean Up Deposit:

A damage deposit of \$100 is required for all events and is due 30 days prior to the event. This deposit should be in the form of a personal check made payable to Louisiana Secretary of State. This check will not be cashed and will be returned once it is determined that no significant damage has occurred.

Contact

The client must provide the name of a single contact person responsible for the event. Full plans for the event, including a floor plan showing location of food stations, bars, bands, etc. must be made available no later than two weeks prior to the event. A blank floor plan will be provided for this purpose. The caterer, florist, and others employed by the client must contact the Museum System Director. There is no exception to this rule.

Rental Hours

The Hours of the event will be from 6:00 PM until 10:00 PM, the client and all guests must vacate the Arcade Theatre within thirty (30) minutes following the end of the function. No event will run later than 10:00 p.m. unless special permission is granted. An additional \$50 per half hour will be charged to the client for anytime beyond the 10:30 PM closing time.

Security

It is understood that after review of the rental request extra security may be required. Guard services may be provided by the state contract security service providers at a cost of \$50.00 per hour per guard, with client responsible for expense of extra security.

Parking

The Museum is not responsible for client parking beyond the available Museum parking.

ARCADE THEATER FEE SCHEDULE

Events held at Delta Music Museum Arcade Theatre evenings and weekends shall be 4 hours in duration, between 6:00 pm and 10:00 pm. No event will run beyond 10:30 pm.

\$450.00 - fee includes the use of Arcade Theatre tables and chairs.

RENTER'S/CATERER'S AGREEMENT

Only a single caterer, of the user's choice, may be used for any one event. In order for caterers to be approved, the Museum must have copies of current business licenses, certificate of insurance, and proof of workman's compensation on file.

There can be no open flame of any kind in any SOS Museum, including, but not limited to, candles, torches, Sterno cans, and oil lamps.

Red wine, juice or Kool Aid may not be served anywhere in the building.

User will return the rented room to "as before" condition.

Caterers/renters must clean up the area when preparing food on the grounds.

All grease or liquid must be removed from the premises.

Caterers are responsible for maintaining cleanliness during an event, and must provide adequate staff to ensure that glasses and litter are picked up promptly and are not allowed to accumulate in any area of the Museum. This includes emptying trash and sealing garbage bags before placing them outside the Museum.

Caterers are responsible for providing trash bags.

Caterers are responsible for providing all linens and table skirting unless they are rented from the museum.

All tables must be cleared and all surfaces must be cleaned. The Museum must be returned to its original state in order for our janitorial staff to clean floors and prepare for the next activity.

All tables, glassware, serving pieces, food, beverages, equipment, etc. must be taken to the receiving area for pickup. Pickup should be completed no later than one day after the event. The Museum is not responsible for equipment left for pickup by a rental company. This is the caterer's/renter's responsibility.

Alcoholic Beverages

All alcoholic beverages must be provided by a licensed caterer. Alcoholic beverages may be served only if food is served and must be done in accordance with all applicable State and/or local laws.

The caterer is responsible for checking proper identification of any person of questionable age and refusing alcoholic beverage service if the person is either under age or cannot produce valid identification.

The caterer is responsible for refusing alcoholic beverage service to any person who, in their judgment, appears intoxicated.

Florists

Because of the fragile and unique nature of the museum's infrastructure, absolutely nothing may be hung, nailed, stapled or taped to any of the walls, ceilings, floors or furnishings. Florists are responsible for any cleanup necessary as a result of their setting up or removal of flowers, plants, and greenery. Any flower petals, branches and other debris must be removed and disposed of.

Flowers, greenery and ribbon may be placed on posts, railings, doors and on all tables.

The museum staff will make the final decision on what can be hung and where items may be placed in the Arcade Theatre.

No candles or helium balloons may be used for decoration.

Renter/Caterer Property

The Museum cannot be responsible for any items left on the premises overnight. Breakdown and removal must occur immediately following the event.

Equipment

Any audio-visual programs must be approved and supervised by the Museum Director/ Events Coordinator. Any special requirements such as lecterns or microphones must be identified no later than two weeks prior to the event. The Museum must be informed of the type of sound equipment which will be used. Musicians may not use equipment that requires more electric power than available at the Museum.

The client must provide appropriate dollies, hand trucks, or other moving equipment for the setup and removal of supplies.

Special care must be given to the floors; sliding or dragging of equipment on its surface is strictly prohibited.

USER MAY NOT ASSIGN THIS AGREEMENT TO ANY THIRD PARTY.

Indemnification Agreement

The Renter agrees to protect, defend, indemnify, save and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of Renter, its agents, servants, and employees, or any and all costs, expenses and /or attorney fees incurred by Renter as a result of any claim, demands, and/or causes of action except those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees.

I have carefully read the Special Event Guidelines and Policies for the Secretary of State's Museum Division. I understand and will obey these policies and procedures that have been developed in an effort to promote optimum usage of the Delta Music Museum Arcade Theatre and to minimize potential misunderstandings.

Renter Signature _____

Company/Group _____

Date of Event _____

Caterer's Name: _____

Address: _____

City State Zip _____

I understand that a certificate of insurance is to be submitted by the event host and the caterer.

Please have an event rider or proof of coverage for \$1 million general liability with the Secretary of State named as additional insured

**Louisiana Secretary of State
Delta Music Museum & Arcade Theatre
218 Louisiana Avenue
Ferriday LA 71334**

Museum System Event Coordinator: _____

Date: _____