

If meetings in hotel ballrooms weren't boring, why did they put all those beds near by?



Private Event Policies
Reservation, Deposit, and Cancellation Policies
Security Requirements
Decoration and Floral Arrangement Policies



PRIVATE EVENT POLICIES

General:

- The Museum is a nonprofit educational institution and prohibits the use of its facilities for any activity that the Museum determines will diminish or negatively impact the Museum's mission, image, or reputation.
- The Museum prohibits the use of its space for any activities that are illegal or deemed inappropriate for the institution.
- In accordance with Denver Parks and Recreation policy, all events must conclude at or before 11:00 p.m. Music and entertainment will end, and the last call for beverages will be given, one-half hour prior to the time an event is scheduled to end. Drinks will be cleared and the lights turned on fifteen minutes prior to the time an event is scheduled to end. All guests must exit the Museum by the time an event is scheduled to end.
- The Museum is a smoke-free environment. Smoking is permitted only in designated outside areas.
- Security must be hired for all events. Please refer to the Security Requirements document.
- The Museum assumes no responsibility for loss of, or damages to, articles brought into the Museum. The Museum shall not be responsible for any loss resulting from delay or its failure to fulfill any provision of the contract if such delay or failure arises out of causes beyond the control of the Museum.
- Due to the number of private events held at the Museum each year, the Museum is unable to make changes to its standard Catering Contract, policies or procedures.
- All Food, beverage and audiovisual services are exclusively provided by the Museum; minimums may apply.
- Evening events may not begin prior to 6:30 p.m. and must be concluded by 11:00 p.m.
- All client event marketing materials (invites, programs, handouts) must be approved by the Event Sales Consultant prior to production.

Event & Rental:

- Events for more than 350 guests or using multiple spaces will incur equipment rental fees. Equipment rental Fees will be incurred for additional and/or unique items.
- Space rental is based on a four and a half hour maximum.
- The Museum reserves the right to inspect and control all private events, including the right to monitor and control noise levels.
- The client will assume full responsibility for the conduct of all persons in attendance, including subcontractors, and for any damages done to any part of the Museum premises or theft of property.
- The Leprino Family Atrium will only be available at a rate of \$4,200.00 for any Thursday, Friday, Saturday, Sunday or Holiday.
- The Event Space capacities reflect maximums allowed, not including a/v, décor, buffets, stations, etc.

Food & Beverage:

- The Museum reserves the right to refuse or stop alcoholic beverage service to any individual or group at any time. The Museum is required to enforce Colorado and Denver liquor laws at private events, including the prohibition of alcohol consumption by minors. The Museum's Art liquor license prohibits the donation or advertising of any alcohol product. *Liquor may not be brought into or taken out of the Museum and may be consumed only in designated areas of the Museum.*
- If a client chooses to have alcohol served at their event, it is required that food be available during the entire time of alcohol service.
- No food may be brought in or leave the Museum premises. To avoid possible code violations, all food items will be returned to the kitchen before a four-hour period has expired.
- The only food item that may be brought in to the Museum is a 'Wedding Cake' which will be subject to a \$1.00 per guest cake cutting fee.

Food & Beverage (cont.):

- With a two week notice and dependant on availability, the Museum may provide prospective clients one tasting of items from its standard menus. The tasting will be for two people and will consist of four Hors D'oeuvres, two Salads and two Entrees as agreed by the Museum and prospective client. Additional people may attend the tasting, additional items may be added, or additional tastings may be arranged by a prospective client, by payment of Museum's additional costs.

RESERVATION, DEPOSIT, AND CANCELLATION POLICIES

- A client's reservation is guaranteed only after the Museum has received (1) the required deposit, (2) the Sales/Catering Contract signed by the client, and (3) the Museum's Credit Card Form filled out and signed by the client.
- The required deposit is the amount of the Museum's Private Admission Fee for the space reserved by the client, which may include IMAX, Planetarium and Temporary Exhibit Fees. If the deposit is paid by check, the check should be payable to Denver Museum of Nature & Science.
- All deposits are nonrefundable and nontransferable.
- A preliminary guarantee of number of guests must be given to the Museum's Event Sales Consultant at least 15 business days prior to the event. Based on the preliminary guarantee, the Museum will invoice client for 100 percent of the estimated costs for the event. The invoice must be paid at least 7 business days prior to the event or the Catering Contract will terminate. This payment is nonrefundable and nontransferable.
- A final signed contract will be due 15 business days prior to the event which finalizes all food and beverage service, decorations, audio-visual needs, schedules, etc. Changes to the contract after this date may be subject to additional charges.
- A final guarantee of the number of guests must be given to the Museum's Event Sales Consultant at least 3 business days prior to the event. The final estimate of the number of guests must be within 5 percent of the preliminary guarantee or the difference may be subject to additional charges. The final guaranteed number of guests cannot be decreased. If the client increases the number of guests after the final guarantee has been submitted, the food and beverage charges attributable to the increase will be subjected to a 15 percent surcharge in addition to the standard 20 percent service charge. The Museum will charge client for the higher of (1) the number of guests guaranteed or (2) the number of guests actually served.
- After the event, the Museum will invoice client for any balance due, consisting of the difference between actual charges and all prior payments made by client. This balance is due and payable within 15 business days after the date of the invoice.
- If the client cancels an event within 3 days of the event date, the client will be charged 100 percent of the Museum's estimated costs for the event if the amount has not been paid prior. This balance is due 15 business days after the date of the invoice.
- All event items may be subject to a 20 percent service charge. For Holidays and Holiday Weekends (Fridays and Saturdays), all event itmes may be subject to a 30 percent service charge.
- The billed charge for food and beverages and the service charges are subject to applicable sales tax. Under current law, admission fees and labor charges are not subject to sales taxes.
- Overdue balances are subject to simple interest at the rate of 18 percent per annum calculated from the date of the original invoice. In the event legal proceedings are instituted to collect the balance due, client will pay all of the Museum's costs of litigation including all attorneys' fees and expert witness fees actually paid by the Museum.
- The Museum reserves the right to reassign event spaces based on the preliminary guarantee of the number of guests.
- Each area of the Museum reserved for a private event has a maximum number of occupants established by the Denver Fire Department. The Museum is required to take all steps necessary to enforce the maximum occupancy rules in the event the actual number of guests exceeds the occupancy limits.

SECURITY REQUIREMENTS

All events require security in addition to regular Museum security officers. The Museum requires that security be present at all times during the rental period. One or more security personnel may be required depending upon the size and scope of your event.

Security must be present 30 minutes prior to the event start time and 30 minutes after the event. The Museum will determine additional security charges and these charges are non-negotiable.

When alcohol is served, the city requires at least one police officer present for the event. Additional officers may be required based on the number of single or double bars.

For groups larger than 350, the city requires one fire department representative to be present for the event.

DOOR, EVENT, EXHIBIT OR DOCK OFFICER

Museum event, exhibit or dock officer charge is \$30* per officer per hour with a four-hour minimum required.

- Number of required officers will be determined by the event's Event Sales Consultant.

DENVER LAW ENFORCEMENT—POLICE OFFICER

Police officer charge of \$150.00 per officer.

- Coverage required by city when alcohol is served and multiple officers for multi-bar events or events larger than 500 guests.

DENVER FIRE DEPARTMENT

Denver Fire Department Officer charge of \$150.00 per Fireman will be incurred by events exceeding 350 guests.

- Coverage required by city for groups larger than 350, more than one guard may be required depending on size of event.

*Security charges are not included in space rental pricing

DECORATION AND FLORAL ARRANGEMENT POLICIES

- The Museum must approve all client supplied decoration and flower arrangements at least 15 business days prior to the event. The Museum does not assume any responsibility for the payment for, loss, theft, or damages of such.
- The Museum does not allow confetti, birdseed, glitter, or balloons.
- Decorations may not be taped or tacked to any wall surfaces, exhibits, ceilings, glass or equipment.
- Candles, votives, and hurricane lamps must comply with the City Fire Codes. Gasoline, propane or electric heaters, grills or similar devices are prohibited.
- All freestanding and/or table decorations must be fireproof, pass Museum standards for safety, and be appropriate for the Museum setting.
- Arrangements of the space must meet all code requirements for access and egress.
- Decorations, floral arrangements, and entertainment equipment load-in and removal are the responsibility of the client and must be completed at the conclusion of the event.
- The client is responsible for any cleaning charges associated with decorations and floral arrangements.
- Materials left are subject to a \$50 per day storage fee up to a maximum of two days.
- A charge of \$35 per staff per hour will be applied for handling any materials.
- Set up and breakdown fee of \$25 per staff per hour is charged, when applicable.
- Materials shipped to the Museum may arrive no earlier than two days prior to the event date. All materials must indicate the name of your group, date of function, and must be addressed to the attention of your Event Sales Consultant. All shipping charges are the responsibility of the client.