

Great Lakes Children's Museum After Hours Event – Terms & Conditions

The Great Lakes Children's Museum Facilities may be reserved for after-hours events. **The fee is \$100/hour with a minimum of \$200.** During the event the galleries and museum amenities are reserved for the exclusive use of the Event Host and their guests. Event Host agrees to comply with posted room and building occupancies, and to limit the number of guests accordingly.

All food and beverages must be consumed in the Great Lakes Room, unless special arrangements are made. A cleaning fee shall be charged if food and/or beverages are consumed in the galleries. Event Host is responsible for bagging trash and leaving all areas of the Museum clean and free of trash, party decorations and leftover food at the conclusion of the event. (The Museum will provide trash bags.) Tables and counters in the Great Lakes Room should be wiped down and the floor broom-clean. Museum staff will assist in restoring the galleries. The cost of any exceptional cleaning, beyond ordinary custodial services, will be deducted from the cleaning deposit.

Special programs facilitated by Museum staff are available for an additional fee. Event Host may request that the Museum Store, including the Sand Table as purchased individually, may remain open during part of or all of the event. The Sand Table alone may also be provided as a special party favor during the event; sand jars are \$2.50 each and the cost for the total number of jars will be added to the balance due.

Additional Rental Guidelines

1. For the purposes of this Agreement, "Facilities" includes the public areas within the Great Lakes Children's Museum and on-site parking. Use of additional outdoor spaces can be made by special arrangement with the Discovery Center ~ Great Lakes .
2. After-hours events can start one half-hour after closing. Events must conclude by 11:30 pm.
3. Alcoholic beverages may be served with proper licensing. All liability will be assumed by the Event Host as defined within the signed event contract. The Great Lakes Children's Museum is a non-smoking facility.
4. All decorations shall be freestanding. Open flames (except small votives), fog, popcorn machines, helium balloons and pyrotechnics are not allowed. The use of confetti and other items not readily swept up will be subject to a \$100 cleaning charge.
5. All written, printed, broadcast, or digital communication that includes the Great Lakes Children's Museum in text or graphic format must be approved by the Museum prior to publication or distribution.
6. The Event Host is responsible for any and all damages to the Facilities, property, and equipment caused by actions that occur during the rental period.
7. The Event Host assumes full and complete responsibility for any and all injuries and accidents to persons that occur during the use of the Facilities and agree to responsibility for the safe and orderly conduct of all persons within the Facilities.
8. The Children's Museum representative in attendance has final authority on the safety and use of property and equipment.
9. Guests, employees, and volunteers of the Event Host shall not cross highway M-22 on foot. If the event involves activities in Heritage Harbor, Elmwood Township Park, or elsewhere on the east side of M-22, the Event Host shall arrange for a shuttle service to the other side of the highway.
10. The Event Host shall indemnify the Great Lakes Children's Museum and hold it harmless from all loss or liability which may arise from the event or any activities at the event or the use of the facilities by the Event Host, its employees, volunteers or guests.