

# FIGGE ART MUSEUM FACILITIES USE AGREEMENT

This Agreement ("Agreement"), made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Figge Art Museum, an Iowa non-profit corporation ("Museum") located at 225 West Second Street, Davenport, Iowa 52801, and the following, as "Lessee". I, the undersigned Lessee, understand and agree that Museum owns all rights, title, and interest in the Museum premises and agree to abide by and be bound to the following terms and conditions in consideration of the Museum renting the facilities on the date and for purpose listed herein.

## 1 Lessee and Event

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Person of contact \_\_\_\_\_ E-mail address \_\_\_\_\_

Date of event ("Event Date") \_\_\_\_\_ Time of event ("Event Time") \_\_\_\_\_

Facilities rented ("Facilities") \_\_\_\_\_ Intended use of facilities ("Purpose") \_\_\_\_\_

\$ \_\_\_\_\_  
Cost of facilities ("Facility Use Fee")\*

Yes  No  
Audio visual equipment rental

\$ \_\_\_\_\_  
Membership Fee (form attached)  
**Please make check payable to Figge Art Museum**

\$ \_\_\_\_\_  
Additional fees ( \_\_\_\_\_ )  
**Please make check payable to Figge Art Museum**

## 2 Museum Membership

The Museum reserves the right to review all Event plans to ensure the Event is compatible with the mission and purpose of the Museum, and reserves the right to cancel or decline an Event on the basis that the mission and purpose of the Museum will be jeopardized. Priority for events will be given to current Museum members, affiliated groups and committees. As a prerequisite to entering into this Agreement, **Lessee must be or become a Museum member**. If Lessee is not a current member, the Lessee must purchase an annual Museum membership upon signing this contract.

## 3 Event

By execution of this Agreement, Museum hereby grants to Lessee, the right to use the Facilities listed in paragraph 1 above on the Event Date for the Event Times and Purpose listed. Evening Events normally begin no earlier than 5:30 p.m. and must end no later than 11:30 p.m. on the Event Date. Start times earlier than 5:30 may be granted with prior written consent from the Museum. Extension of the Event Time will subject Lessee to an additional facility use fee.

## 4 Security/Damage Deposit

Lessee shall pay to Museum a non-refundable Security/Damage Deposit ("Deposit") of \$400, to be credited towards the payment of any insurance deductible, damage and/or administrative expense incurred by Museum for damages resulting from the use of the Facilities by Lessee. If the Event occurs and no damages are incurred, or a portion of the Deposit remains after payment of any damages, the remaining Deposit shall be returned to Lessee within five (5) days of the Event. If damages incurred are in excess of the Deposit paid, Lessee agrees to make payment in full of the total damage amount, less the Deposit, within five (5) days of the Event. **\*Please make check payable to Figge Art Museum**

## **5 Payment of Amount Due**

The Facilities Use Fee includes use of the Facilities, special events coordination, security, cleaning of the building subsequent to the Event. Use of audiovideo equipment may be an extra charge. Lessee agrees to make payment in full of the amount set forth in paragraph 1, plus the Deposit, at execution of this Agreement. **\*Please make check payable to Figge Art Museum**

## **6 Planning and Additional fees**

The Museum reserves the right to review all Event plans to ensure the Event is compatible with the mission and purpose of the institution. Two weeks prior to the Event, a detailed event description and timeline must be presented by the Lessee. Final attendance estimates must be received by the Museum no later than Noon - three business days before the Event.

## **7 Use of the Museum's name**

For the purpose of invitations, printed materials and event location in advertising for rentals and events only refer to the museum as "Figge Art Museum". If required, a lower case "the" may be placed in front of the name of the museum when used within text. The Museum must be informed of all advertising involving the Museum name, in writing, 4 weeks prior to the event.

Do not include the name of the Figge Art Museum in the title of your event, as this implies endorsement or sponsorship by the site facility. For example, do not name your event "An Evening at the Figge Art Museum." The title of your event should help your members, the public and the media to identify your organization, for example, "Merit Center Annual Meeting." On promotional materials please indicate a contact person for your organization who can provide additional information to the public about your event.

## **8 Photography**

Photography is only allowed in the lobby, dining area, bar and, with prior approval, winter garden.

## **9 Return of Facilities**

Upon termination of the Event, Lessee shall return the Facilities to the Museum in the same condition Museum granted the Facilities to Lessee, ordinary wear and tear excepted. Lessee is responsible for all damages to the buildings, grounds and equipment incident to Lessee's use of the Facilities. In the event any damage to the Facilities is incurred, Lessee is responsible for payment of the damage amount as set forth in paragraph 4, above.

## **10 Abandoned Property**

Any property left at the Facility by Lessee, its agents, guests, patrons and invitees shall, after a period of ten (10) days from the Event Date, be deemed abandoned and shall become property of the Museum to be disposed of or utilized at the Museum's sole discretion.

## **11 Food and Beverage Usage**

Lessee agrees all food and beverages shall be purchased in compliance with Museum established food and beverage policies. FIGGE Catering Managed by Frontier Hospitality Group ("FIGGE-FHG") is the Museum's exclusive caterer. Lessee shall execute a separate agreement with FIGGE-FHG for food and beverage needs and any cost associated with food and beverages shall be in addition to the Facility Use Fee set forth in this Agreement. Food and beverages shall only be consumed in the lobby, dining area, and Nobis Board Room. Food and beverage consumption in the galleries is strictly prohibited. All alcoholic beverages consumed must be purchased, and served by, FIGGE-FHG.

## **12 Damages**

Lessee agrees to assume all responsibility for any injury to persons attending the Event and assume responsibility for all loss of property of persons attending the Event. Lessee further agrees to assume responsibility for damage or theft to the Museum and its artistic contents, to the extent that such damage is not caused by the negligence, recklessness or willful conduct of Museum staff.

Insurance is required for any event held at the Figge Art Museum. Lessee agrees to provide evidence of liability insurance with limits not less than \$1,000,000 for Bodily Injury and/or Property Damage. Certificates of Insurance issued to Figge Art Museum and Museum of Art Foundation shall be provided not less than seven days prior to the event. For private events, the coverage is usually included in your Business' or Homeowner's Liability insurance. Insurance may also be purchased separately for your event, contact the events coordinator for assistance.

## **13 Supervision**

Lessee will provide sufficient, competent, adult supervision, as mutually agreed upon by Lessee and Museum. If Museum personnel are used to supervise programs of sponsoring groups, an additional charge, as deemed appropriate by Museum, must be paid by Lessee.

## **14 Set Up/Display Materials**

Museum will provide tables and chairs, china, glassware, and table service. Lessee must secure prior approval of the Museum for the use of equipment, decorations and materials. All decorations and materials must be freestanding. Decorations containing open flames are NOT permitted in the Museum. Use of any fireworks on or about Museum property is strictly prohibited.

All equipment, decorations and other materials must be checked through Security at the Second Street entrance to the Museum for inspection no later than 3 p.m. on the Event Date. Lessee may only set up such equipment, decorations and materials beginning at 3 p.m. on the Event Date and all equipment. Decorations and materials must be removed immediately after the Event. Set-up of the Event shall in no way impede access to the Visitor Services Desk and restrooms.

## **15 Gambling/Raffles**

Gambling, raffles, bingo, or other games of chance are strictly prohibited in Museum facilities absent the Lessee obtaining a state license permitting such gambling, raffle, bingo or other game of chance on the Event Date.

## **16 Interference with Museum Programs**

Programs interfering with regular work or programs considered a nuisance by Museum officials shall be prohibited.

## **17 Non-Smoking Facility**

The Museum is a non-smoking facility. This includes all outdoor gathering spaces located on the premises.

## **18 Acts of God**

Museum shall not be liable for failure to provide Facilities or services under this Agreement in the event such failure is a result of Acts of God, inclement weather (as deemed by Museum), riots, strikes, labor difficulties, epidemics, any act or order of any public authority, or any other cause, beyond Museum's control. In such an event, Museum will not be required to provide special notification or provide or arrange for alternative facilities for use by Lessee, and the Facility Use Fee and Deposit paid to Museum shall be returned to Lessee.

**19 Default**

Default shall occur if (a) Lessee fails to make any payment when due as required under this Agreement; (b) Lessee breaches or fails to perform or observe any covenant, condition or term of this Agreement; (c) Lessee, without Museum’s consent, attempts to assign or otherwise transfer this Agreement or transfer any portion of this Agreement; or (d) Lessee makes any false or material misrepresentation under this Agreement to Museum. Upon the occurrence of any Default or breach of this Agreement, Museum may (a) cancel this Agreement immediately; (b) recover any amount due under this Agreement; and/or (c) exercise any other right or remedy available to Museum under the applicable law, including the right to recover damages for breach of this Agreement. Upon termination of this Agreement for Default, the Museum shall retain any Facility Use Fee and Deposit paid by Lessee.

**20 Cancellation/Termination**

Cancellation of this Agreement by Lessee will result in forfeiture of the Facility Use Fee paid. Museum may, at its discretion, terminate this Agreement for any reason. In the event Museum exercises its right to terminate for any reason other than Default or breach by Lessee, Museum shall refund 100% of the Facility Use Fee paid.

**21 Exhibition**

The museum reserves the right to change any exhibition or exhibition schedule.

**22 Survey**

The Lessee agrees to fill out and return a survey after the Event. The Museum will grant six complimentary museum admission passes to the Lessee when the survey is filled out and returned.

This Agreement contains all the terms and conditions between the parties with respect to its subject matter, and there are no representations, warranties, conditions, or promises except those expressly set forth in this Agreement. Museum and Lessee hereby acknowledge receipt of a copy of this Agreement.

By: \_\_\_\_\_  
Lessee

By: \_\_\_\_\_  
Figge Art Museum

*Continued on following page*

## Facility Rental – Membership Form

Renter is current member.

Name on Membership \_\_\_\_\_

Renter is not a current member.

## Membership Application

This membership is for the renter.

This membership will be given as a gift.

Activate membership immediately \_\_\_\_\_

Activate membership on this date \_\_\_\_\_

## Membership level

Individual \$50 (age 18+)

Family \$75 (Up to two heads of household and dependent children under the age of 18)

\_\_\_\_\_  
Name on membership

\_\_\_\_\_  
Second name on membership (Household)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail address

## Gift Giver Information (complete only if this is a gift)

\_\_\_\_\_  
Gift giver name

\_\_\_\_\_  
Gift giver address

\_\_\_\_\_  
Gift giver city, state, zip

\_\_\_\_\_  
Gift giver phone

\_\_\_\_\_  
Gift giver email address