



Facility Rental

1 Tenth Street Augusta, Georgia 30901-0100
(P) 706.724.7501 (F) 706.724.7612

www.themorris.org



Table of Contents

Y'all Come.....3

Facility Rental Information.....4

Facility Reservation Form.....5

Facility Rental Contract.....6-7

Catering Agreement.....8

First Floor Layout.....9

Second Floor Layout.....10

Equipment Rental Form & Vendor Information.....11

Facility Order Form.....12

Preferred Event Vendors.....13-14

Theme Tours & Outreach Presentations.....15

Catering Checklist.....16



Y'all Come!

Thank you for your interest in renting the Morris Museum of Art. This packet contains helpful and useful information about our facility and the steps to take to ensure a wonderful experience. Also included is a Facility Rental Contract and the Catering Agreement that must be reviewed by you and your caterer, if you choose to have one, and a Catering Checklist that must be completed by the caterer before and immediately following the event.

Steps to a Successful Rental

- 1. Fill out the Facility Reservation Form (page 5). Send the completed form and half of the rental fee and the damage deposit to ensure your event is on the museum calendar. The opportunity to rent the facility of the Morris Museum of Art is a benefit of membership.** If this is a corporate or private rental, please give name(s) of museum member(s). If no one is a member, memberships are available. The membership application and fee must be sent in along with this first payment.
- 2. Complete and return Facility Rental Contract and Catering Agreement (pgs. 6,7,8) at least ONE month prior to event.** Caterer must also read and sign Catering Agreement.
- 3. Complete and return floor plan layout and Equipment Rental Form & Vendor Information (pgs. 9, 10, 11) at least THREE weeks prior to event.** You should look over the layout with caterer, florist, entertainment, etc., to determine the equipment setup.
- 4. The Facility Order Form (pg. 12), balance of the rental fees, and equipment rental fees must be paid at least ONE week prior to event.** Security fees will be invoiced after event.
- 5. The Catering Checklist (pg. 16) must be completed and returned at the end of the event.**

Please send these forms by mail, fax, or deliver them to the museum's administrative offices at 1 Tenth Street, Suite 320. All forms may be turned in together when deposit is turned in.

Note: A tentative hold will be placed on a date until the deposit and half the rental fee is received. If another party expresses interest in booking that date, you will be contacted to determine where you are in the decision-making process.

Last minute rentals may be possible if facility space is available. Special arrangements may be made with new deadlines for returning reservation forms and paying the fees for these events.

We hope you will choose the Morris Museum of Art for your event. Again, thank you and know we are happy to help you in any way. Please do not hesitate to call with questions or concerns you may have.

For more information, contact **Janna Crane, Special Events Coordinator** at **706.828.3825** or **janna.crane@themorris.org**.



Facility Rental Information

<u>Galleries</u>	<u>Auditorium</u>
Occupancy 300	Occupancy 110 (theater style)
Times available 5:00–11:00 p.m.	150 (reception)
Price (max 6 hrs.) \$600	Times available 7:00 a.m.–11:00 p.m.
Additional Hours \$100*	Price (max 6 hrs.) \$400
Damage Deposit \$250**	Additional Hours \$75*
Cleaning Fee \$50 (for 1-150)	Damage Deposit \$100**
\$100 (for 150 and up)	Cleaning Fee \$25
<u>Activity Room</u>	<u>Boardroom</u>
Occupancy 30 (theater style)	Occupancy Seats 14
45 (reception)	Times available 7:00 a.m.–11:00 p.m.
Times available 7:00 a.m.–11:00 p.m.	Price (max 6 hrs.) \$100
Price (max 6 hrs.) \$200	Additional Hours \$25*
Additional Hours \$50*	Damage Deposit \$50**
Damage Deposit \$75**	Cleaning Fee \$25
Cleaning Fee \$25	

SECURITY FEES: \$25 per officer/per hour, or any portion thereof including setup and cleanup hours, applies for hours outside normal museum operating hours (10 a.m. to 5 p.m.) and for additional guards.

2 officers required for 1-149 people*** 3 officers required for 150-199 people ***
4 officers required for 200-300 people***

NOTES

*Nonprofit organization rate is 50% of above costs, excluding security costs, equipment rental, damage deposits, and cleaning fees.

** Damages that exceed damage deposit will be the responsibility of the renter. Deposit will be refunded if no damage occurs.

*** Use of auditorium, activity room, or boardroom requires one officer only. Gallery use requires additional officers. *Rental fees are waived for one (1) private event per year for corporate members at the corporate leader level.*

DEPOSITS ARE REQUIRED BEFORE RENTAL WILL BE CONFIRMED.

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Facility Reservation Form

Send the completed form below, and half of the rental fee, and the damage deposit to ensure event is on the museum calendar. The opportunity to the rent the facility is a benefit of membership of the Morris Museum of Art. Please use the Facility Rental Information (page 4) to complete this form.

Day and date of event _____ Event time _____

Organization/Group _____

Member name and level _____

Event contact person _____ Daytime phone _____

Fax _____

Complete Billing Address

Nature of event _____ Number of attendees _____

Galleries

Auditorium

Boardroom

Activity Room

Docent tour requested No Yes/Time requested _____

How to calculate the first payment:

½ Rental Cost _____

+

Damage Deposit _____

=

TOTAL COST _____

AMOUNT ENCLOSED WITH THIS FORM \$ _____

I have enclosed a check _____ Money order _____ Charge my Visa Mastercard AmEx Discover

My credit card number is _____

Exp. Date _____ Name as it appears on card _____

Signature _____ Date _____

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Facility Rental Contract

It is the policy of the Morris Museum of Art to permit use of the facility under certain conditions for educational purposes to make the museum and its collections, exhibitions, and programs more widely known to the public. Because of its status as a nonprofit organization and the need to comply with federal tax guidelines regarding related use, the museum must demonstrate that private functions benefit the museum in terms of educational, art-related activities or in introducing the museum and its programs to new audiences. All policies and regulations in this agreement are designed to safeguard the museum, its property, and collections.

Availability

- The opportunity to rent the facility is a benefit of membership of the museum. The membership application and payment must be received with the Facility Reservation Form.
- The museum reserves the right to refuse facility rental for any reason at its sole discretion. No political gatherings or religious services are permitted at the museum. No fundraising event may be held at the museum except in support of the museum itself.
- **Tax-exempt nonprofit organizations must submit proof of their status as a 501(c)(3) with the Facility Reservation Form to receive the 50 percent discount.**
- The museum is open Tuesday–Saturday, 10:00 a.m.–5:00 p.m. and on Sunday, noon–5:00 p.m.
In galleries: Events are permitted only during hours when the museum is not open to the public. Special arrangements may be made for Monday functions.
In all other areas: Events are permitted Tuesday–Sunday, 7:00 a.m.–11:00 p.m. Special arrangements may be made for Monday functions.

Specific Rules and Regulations

It is the responsibility of the renter to ensure that the caterer and any other contracted service personnel understand and abide by the following usage guidelines. It is advisable to give a copy of these regulations to all service personnel. *Please read all rules and regulations and sign at the bottom.*

1. The renter agrees to assume responsibility for and indemnify the Morris Museum of Art from any injury to or loss by persons attending the event.
2. The renter agrees to assume responsibility for theft or damage to the museum and its contents caused by anyone attending or present on the premises as a result of the event.
3. The renter agrees to assume full responsibility for theft or damage to the museum's art collection and special exhibitions.
4. Renters are responsible for hiring any necessary additional help, such as bartenders, waitstaff, coatroom attendants, florists, etc.
5. The renter, caterer, and any service personnel hired must respect the security procedures in order to protect the museum and its collections and must follow any security-related requests made by the museum staff or security staff.
6. If a caterer is used, the museum reserves the right to approve or reject the renter's selection. ***It is the responsibility of the renter to ensure that the contracted caterer reads, understands, and signs the Catering Agreement and the Catering Checklist.***
7. It is the responsibility of the renting party to see that all city and state laws regarding the use of alcoholic beverages are adhered to. Renter must obtain alcohol licenses or permits if required. Bartenders must be at least 21 years of age. Alcoholic drinks cannot be served to minors and nonalcoholic drinks must be provided.



Facility Rental Contract

(continued)

8. Alcohol service must stop at least 15 minutes prior to the end of event.
9. Any publicity efforts mentioning the museum must be discussed with and approved by museum administration. All printed material related to the event must be discussed with administration prior to the final printing. The museum logo or any works of art from collections or exhibitions may not be mentioned or duplicated without prior consent.
10. One person must be designated by the renter to oversee the entire event, from setup through cleanup, and must be onsite during those times and during event.
11. A member of the museum staff must be present for each event. Arrangements will be made when rental reservation is confirmed.
12. Other than equipment provided by the museum, the museum staff is not responsible for the setup or breakdown of any equipment brought in by or for renter. All other needs must be secured through the caterer and/or rental company.
13. Deliveries must use the loading dock behind building. Loading dock must be cleared immediately following unloading and loading; no parking is allowed in loading dock area.
14. Legs on tables and chairs must be cushioned so as not to scratch floors.
15. On the second floor, bars and food may be set up only in the main museum lobby. Certain restrictions apply to food and drink in galleries.
16. Only freestanding decorations are allowed. Nothing may be hung, taped, glued or otherwise affixed on museum walls, trim, or ceilings. Glitter, confetti, and stickers are not permitted in museum.
17. No signs may be placed outside or on the building without permission.
18. No part of a museum exhibit may be moved or disturbed in any way.
19. Floral arrangements must be clean and treated for pests. There is no area for florists to arrange flowers on site.
20. Photography is not permitted within the galleries without express permission of museum administration.
21. The museum reserves the right to approve the musician(s) for any event.
22. The coatroom is unattended, but the renter may wish to provide an attendant. The museum is not responsible for loss or damage to guests' items left in coatroom.
23. All equipment must be broken down and removed immediately following event. If it is to be stored overnight, it must be placed on the first floor in the northeast hallway and removed by 10 a.m. the next day. The museum is not responsible for any damage or loss to equipment stored in this area.
24. The renter will be charged a fee for security staff on an hourly rate for the time of the event, including setup and breakdown.
25. The renter will be charged a fee for cleaning after event. The auditorium, boardroom, and activity room fee is \$25. The main lobby and galleries fee is \$50 and for events with 150 or more guests, the fee is \$100.
26. In the event of cancellation 30 days or less prior to event, rental deposit (half rental fee and damage deposit) is non-refundable.
27. Smoking is not permitted anywhere in the building.

I have read these policies of the Morris Museum of Art and agree to abide by them.

Please PRINT Name

Signature

Date

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Catering Agreement

Please read the following policies and regulations for caterers working at the Morris Museum of Art. Renter and caterer must sign at the bottom. Renter assumes responsibility for caterer used at any event in the Morris Museum of Art.

1. All caterers must tour museum facilities at least THREE weeks before event.
2. Menu must be submitted to museum staff for approval THREE weeks before event. Strong-smelling and messy foods should be avoided.
3. The museum reserves the right to prohibit any food or beverage that can be potentially harmful to the property and/or its contents. Red wine, red drinks, and red or dark sauces are prohibited on the second floor because of the potential for stains. Renter assumes responsibility if they are to be served on the first floor.
4. Caterers must check in with museum security upon arrival in the museum lobby.
5. The caterer/rental company must provide all linens, skirting, glasses, ice chests, ice, etc. Catering staff must have spare cloth towels on hand to clean spills promptly.
6. All deliveries, either on carts or handheld, must be made through loading dock and service elevator.
7. Vehicle must be moved from loading dock immediately after unloading.
8. The catering kitchen is on the first floor; the galleries are on the second floor. There is one service elevator for personnel.
9. The kitchen is equipped with a refrigerator, warming oven (rental item), small microwave, double sink, and work-space. No cooking is allowed in the building. Doors to the kitchen cannot be left unlocked.
10. Heavy duty rubber mats must be placed under bar areas, ice chests, carving stations, and other tables with the potential for drips or spills.
11. Caterer must provide trays and tray stands for glasses and plates. If unavailable, they may be rented from the museum. It is the caterers' responsibility to empty these as necessary during event to prevent overflow. They must be cleaned following event.
12. Caterer must provide own carts or dollies. If unavailable, they may be rented from the museum. They must be cleaned following event.
13. Catering staff must remove all trash from trashcans during event to prevent overflow. Catering staff must deposit ALL trash into outside dumpster before leaving.
14. Sterno, canned heat, or canned gas must be supervised at all times by an attendant.
15. Lighted candles, including votives, are not permitted in the museum.
16. Only freestanding decorations are allowed. Nothing may be hung, taped, glued, or otherwise affixed on museum walls, trim, or ceilings. Glitter, confetti, and stickers are not permitted in the museum.
17. Alcohol service must stop at least 15 minutes prior to end of event.
18. If caterer uses kitchen, it must be thoroughly cleaned. Floors must be swept and mopped; counters and tables must be cleaned; garbage taken to dumpster; refrigerator emptied and cleaned.
19. If caterer uses service hallway for prep work, it must be thoroughly cleaned. Tables must be cleaned and garbage must be taken to dumpster.

I have read these policies of the Morris Museum of Art and agree to abide by them.

Please PRINT Name of Renter

Signature

Date

Please PRINT Name of Caterer

Signature

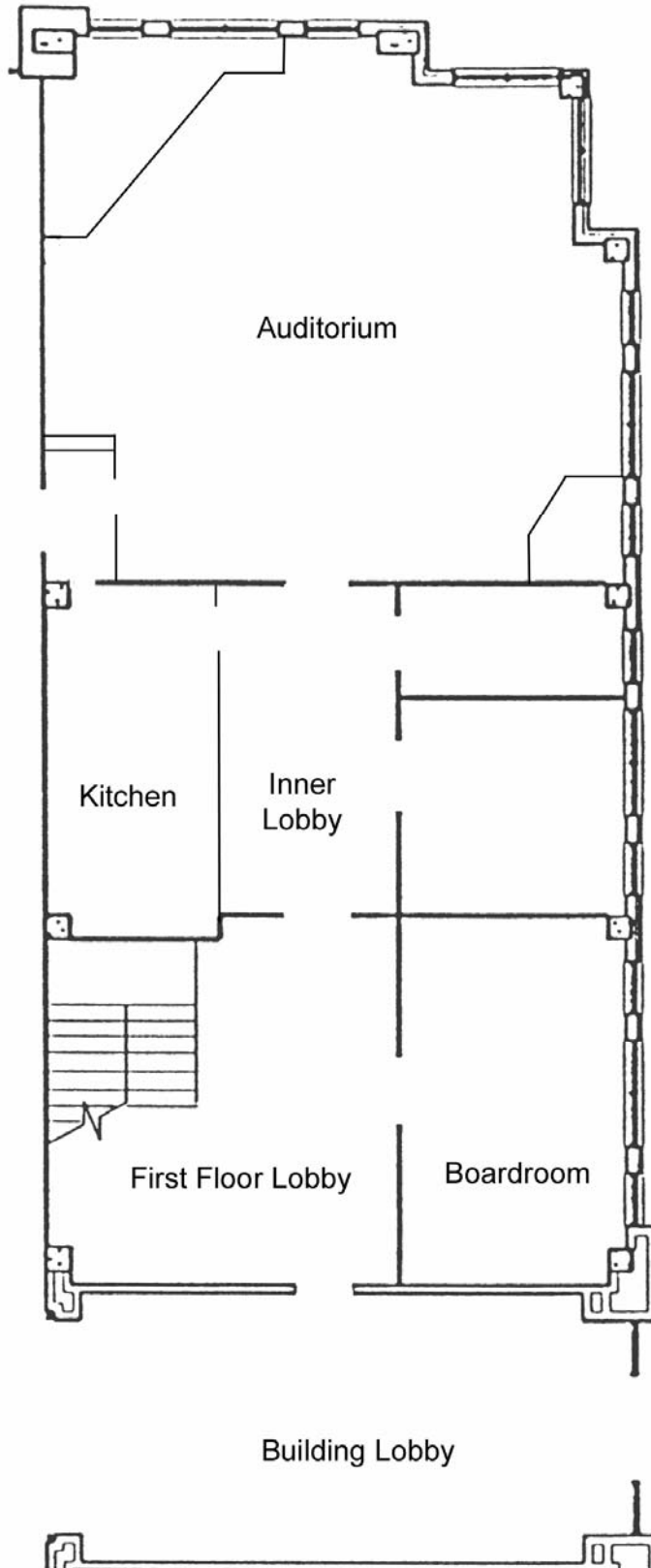
Date

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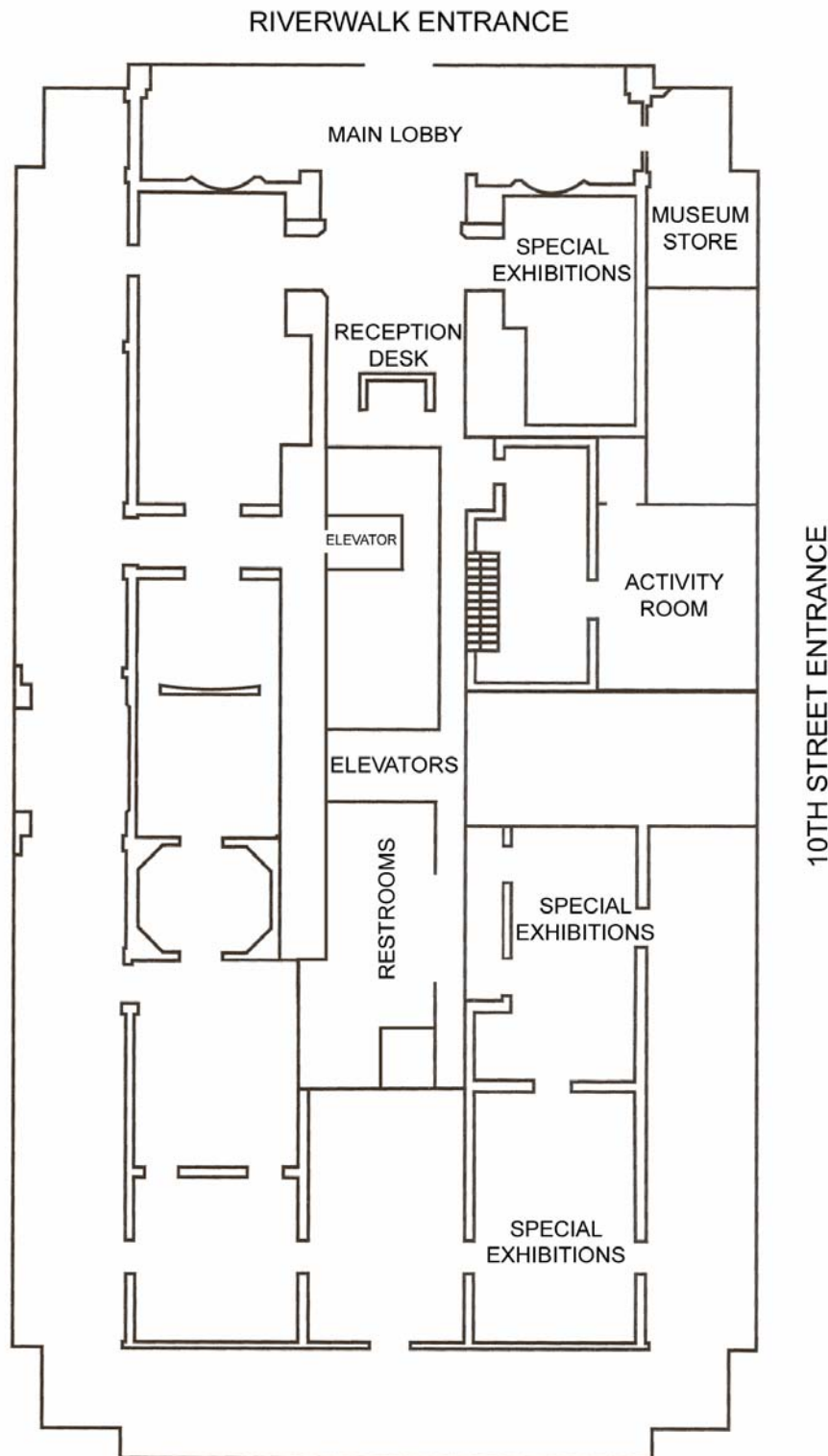
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Please indicate location of tables, etc., by drawing the placement on this map.



First Floor Layout

Please indicate location of tables, etc., by drawing the placement on this map.



Second Floor Layout



Equipment Rental Form & Vendor Information

TABLE SIZE	SEATING	PRICE	# AVAILABLE	# NEEDED	TOTAL COST
4' rectangular	4	\$5 each	4	_____	_____
5' rectangular	6	\$5 each	18	_____	_____
6' rectangular	8	\$6 each	18	_____	_____
8' rectangular	10	\$8 each	5	_____	_____
4' round	6	\$8 each	6	_____	_____
5' round	8	\$10 each	2	_____	_____
Chairs		FREE	168	_____	_____

Linens are not provided.

AUDIOVISUAL EQUIPMENT	PRICE	# AVAILABLE	# NEEDED	TOTAL COST
Lapel mike	\$10	1	_____	_____
Portable PA system	\$10	1	_____	_____
35mm projector	\$20 each	2	_____	_____
Overhead projector	\$15	1	_____	_____
TV/VCR	\$25	1	_____	_____
Portable screen	\$10	1	_____	_____
AV cart w/receptacle	\$5	1	_____	_____
Skirted projector table	\$5	1	_____	_____
Lectern	\$10	1	_____	_____

OTHER ITEMS	PRICE	# AVAILABLE	# NEEDED	TOTAL COST
Extension cord	\$3 each	3	_____	_____
Easel	\$5 each	6 (4 wood, 2 brass)	_____	_____
Flip chart easel	\$5	1	_____	_____
Stool	\$2 each	40	_____	_____
Warming oven	\$30	1	_____	_____
Chafing dish	\$10 each	2	_____	_____
Coffeemaker	\$8 each	2	_____	_____
Dolly	\$5	1	_____	_____
Cart	\$5 each	4	_____	_____
Trays/stands	\$8 each	8	_____	_____

TOTAL EQUIPMENT RENTAL COST \$ _____

Event Vendor Information

Please fill in names of vendors you will be using and add contact numbers.

Caterer _____ Florist _____

Musician(s) _____ Rental Company _____

_____ Other _____



Facility Order Form

The Facility Order Form must be completed and the balance of payment must be paid at least ONE week prior to event. The balance is made up of the remaining half of the rental fees and the equipment rental fees. Security fees will be invoiced after the event.

How to figure out your balance:

1/2 Rental Cost _____

+

Equipment Rental Fees _____

=

TOTAL COST _____

AMOUNT ENCLOSED WITH THIS FORM \$ _____

METHOD OF PAYMENT

I have enclosed a check _____ Money order _____

Please charge my Visa Master Card AmEx Discover

My credit card number:

Exp. Date _____

Name as it appears on card _____

Signature _____

Date _____



Preferred Event Vendors

BARTENDERS

Joe Willis		706-863-6817 (H) 706-373-7477 (C)
Summerville Ace	Billy Roberts	706-733-7787

CATERERS

Cadwalladers Catering	Mary Waller	706-860-7444
Delaplane's Catering	Channing Delaplane	706-831-8614
Good Day Café	Jeff Jacobson	706-554-7970
More Than Mud Pies	Beth Rodgers	706-595-3523
Poppy Seeds	Ann-Toni Estroff	706-738-6125
Augusta Marriott Hotel		706-823-6549
Roux's Gourmet Catering	Robert Williams	706-863-4249
Sixth at Watkins	Michelle Reese & Helen Watson	706-722-8877
Tastefully Yours	Jennifer Shuford	706-481-0038
The Silver Palm	Ian Peckel	706-533-2592
Vera and Company	Vera Stewart	706-860-3492

FLORISTS

Charleston Street Gardens	Greg Boulus	706-738-6298
Templeton's Flowers	Bill Templeton	706-738-8904

PHOTOGRAPHY

Branch Carter Photography	Branch Carter	706-447-1055
David Russell Photography	David Russell	706-294-5787



Preferred Event Vendors

Page 2

MUSICIANS

Bluegrass	Warren Twiggs Henry Wynn Carl Purdy	706-738-8748 803-279-5862 706-294-2276
Blues	Don Powers	706-863-1011
Classical bassist	Sara Neal	706-951-5232 (C)
Harpist	Nell Morris	706-855-7076 (H) 706-736-3375 (W)
	Vonda Darr	706-228-5108
	Laurie Easterlin	706-cxxcxcxc
Guitar, Classical	Keith Gehle	706-738-8242
Jazz bassist	Sara Neal	706-595-1636 (H) 706-951-5232 (C)
Jazz ensemble (various)	Robert Foster	706-737-1453
Jazz piano – big band	James McIntyre	706-798-2980
Pianist	Donald Macey	706-736-3886
Pianist	Martin David Jones	706-667-0791
Pianist and vocalist	Jerry Harris	706-733-4310
Pianist	Josef Patchen III	706-825-0328
String quartet & more	Arthur Ross, ASO Carl Purdy	706-724-1804 (H) 706-373-8938 706-294-2276
String Quartet	Corelli Quartet	803-278-1592
<u>RENTAL COMPANY</u>		
Ranco Tent & Event Rentals	Randy Tucker	706-210-8110



Theme Tours & Outreach Presentations

^Women Artists of the South

^ *Gone with the Wind*.

Revisit scenes from this famous novel through images of Southern art.

^Images of the Southern Lady in Art

^Images of the Southern Gentleman in Art

^The Value of Art in Education

^Southern Painting through the Eyes of a Gardener

^Southern Exposure: Images of the Southern Landscape

^Looking at *The Price of Blood*.

An intensive look at one of the museum's most powerful paintings.

*Learn to Be a Savvy Museum Visitor!

Discover how to get the most out of your visit to an art museum in this special tour that will introduce you to the rich heritage of art museums, the development of permanent collections, the architectural setting and organization of exhibitions, and opportunities for personal learning. A brief visit to the museum's Center for the Study of Southern Art will be included in the tour.

^Images of the Plantation in Southern Painting.

Images of the plantation, ranging from nostalgic views of plantation life to glimpses of the harsh realities of sharecropping, in Southern painting during the nineteenth and twentieth centuries.

^The Sporting Life: Sporting Activities in Southern Painting

#Artists of Antebellum Augusta

^Looking at Art . . . In Four Easy Steps!

Learn the basics of art appreciation during this seminar-style presentation.

#Struggle and Identity: The Story of African American Art

#Henry Ossawa Tanner (requires use of TV & VCR)

^Different Art Techniques (drawing, painting, printmaking, sculpting, etc.)

^Southern History through Art

^Georgia History through Art

**Available as a museum tour only*

#Available as an outreach presentation only

^Available as both

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