



The Blackhawk Museum exists to collect, preserve and present one of the world's foremost collections of classic automobiles and automotive art for the purpose of enriching people's lives through aesthetic and learning experiences.

The Museum is committed to making designated spaces available for reasonable private use by individuals, corporations, associations and organizations, both during and after public hours, on a space available basis in the manner described in these guidelines.

Events will not be allowed that, in the judgment of the Museum, could disrupt or conflict with the primary use of the building as a museum. Such use on the part of the User would constitute grounds for cancellation of the event and forfeiture of any deposit fee remitted. The Museum will review applications for rental of the facility on a case-by-case basis for consistency with this policy.

The Museum's primary responsibility is to protect and preserve the automotive treasures on display. All Users holding events at the Museum, including User's guests and vendors, are required to respect the Museum's policies and procedures. Events for minors (18 years of age and younger), i.e. graduations, etc. are not consistent with the identified primary use of the Museum and will not be permitted. We ask that you cooperate in respecting the following rules and conditions:

### 1. PRE-EVENT TIMETABLE:

No later than three (3) weeks prior to the event, the User must submit to the Museum's Special Events Coordinator a floor plan indicating decorations and any floral arrangements, location of musicians, bar locations, service tables and/or other equipment, and a schedule for installation, set-up and preparation of the space prior to the event. The floor plan and set-up schedule may not be changed without the written permission of the Administrator of the Museum or his/her representative.

The User shall submit, or cause to be submitted, a list of all vendors involved to the Museum's Special Events Department two (2) weeks prior to the event. Users must notify vendors in writing that the User, not the Museum, is responsible for all trade bills.

No later than two (2) weeks prior to the date of the event, the User will be available for a walk through with the Caterer and the Special Events Department to confirm all details.

### 2. STAFF:

Special Events Department staff will be present at all events, and the number of the staff will be at the discretion of the Special Events Department. The Special Events Department is not responsible for planning or any other aspect of the event, except as agreed herein.

### 3. SECURITY:

Two (2) security guards are on duty at the Museum at all times. Depending on the size of the event the Museum, at its sole discretion, may require the use of additional guards and maintenance staff which will be made available by the Museum, but will be paid for by the User at the per guard rate of \$24.00 per hour, with a four (4) hour minimum per guard.

The Museum security staff protects the Museum and its contents only. It does not guard attendees, important visitors, nor their property. The Museum accepts no responsibility for any items left on the premises by User and its vendors, guests or attendees. Individuals with a need for personal protection may be accompanied by their personal bodyguards. The Museum's Special Events Department must be informed in advance of the attendance of any personal bodyguards at an Event.

### 4. INVITATIONS/PRINTED MATTER:

Prior to printing and issuing, all invitation copy, ticket copy, press releases and printed materials must be approved by the Museum's Administrator and/or his/her representative. Wherever the Museum is referred to in

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printed materials, it shall be identified as the "Blackhawk Museum". The Administrator of the Museum, or his/her representative, may require withdrawal or correction of advertising not approved.

### 5. RESPONSIBILITY:

The User is fully responsible for the behavior of their guests/attendees while on the Museum's premises. All guests are expected to behave in an orderly and courteous manner.

### 6. ALCOHOL:

The Museum strictly adheres to the American Beverage Control rules. Alcohol is not permitted to be served in the public areas prior to the Museum's scheduled closing times. The Museum reserves the right to terminate the serving of any and all alcohol, or refuse the service to any individual(s) if it is deemed necessary. If the Administrator of the Museum, or his/her representative, makes the decision to restrict, or does not restrict, the serving of alcohol, such action implies no responsibility on behalf of the Museum for any liability arising out of the consumption of alcohol.

### 7. SMOKING:

Smoking is not permitted in the Museum at anytime. Outdoor spaces are available for this purpose.

### 8. DECORATIONS:

Prior to manufacturing or the use of, decorations and decorative materials must be approved by the Special Events Department. User shall not cause to be affixed by any means to any portion of the buildings banners, signs, posters or any other materials without specific authorization of Museum. Exhibits, and other Museum property, may not be moved, except for some movable seating and displays which are to be handled by Museum staff only.

Decorations, or decorative materials, must not conceal or cover any display or exhibit. Power cables or extension leads must be black in color, or must be covered such that they are not visually distracting. The throwing of rice, seed, confetti, or any objects is strictly prohibited on the Museum property.

### 9. ADMISSION:

Admission to a private event is by invitation only. The User must provide a host/hostess with a guest list at the Museum entrance to verify guests as they enter.

The Museum does not allow public events where tickets are sold for admission.

Rental of the facility for fund-raiser events for non-profit organizations will be considered on a case-by-case basis.

Permission to use the facility is limited to those areas specified in the Rental Agreement, and access to other areas of the Museum is restricted.

### 10. SET-UP:

Due to strict conditions affecting the environment of the automobiles and to protect the art collections and exhibitions, the Museum restricts the use of props, decorations including floral arrangements, spot or special effect lighting, audio/visual and sound equipment, displays, banners, ice sculptures, etc. Use of the aforementioned must be approved in advance by the Special Events Department. The Museum does not allow any open flames such as gas burners, candles or sternos. The use of candles is permitted only when in approved holders as table centerpieces, and only with prior approval from the Special Events Department.

### 11. FOOD & BEVERAGE:

Food and beverages shall not be served except by arrangement with Museum's exclusive caterer, Scott's Catering Services, (925) 934-0598. User may not prepare its own food, nor use volunteer help for food and/or beverage service.

**Food and beverages are allowed only in designated areas:**

Refreshment set-ups and/or other equipment must be at least ten (10) feet from any automobiles or art exhibit.

### 12. EQUIPMENT:

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Please note that the Museum does not supply equipment such as tables, pedestals, china, silver, etc. The Museum does have a lectern, sound system, and chairs that can be rented for meeting style events. All other equipment for the event must be rented by the User and/or Scott's Catering Services. Should the Museum need to make arrangements for rentals or services of any kind for the User, a 20% service charge will be added to the charges incurred.

### 13. STORAGE:

The Museum provides no storage facilities to Users. The User shall cause the premises to be vacated and cleaned immediately after the event. All items must be removed from the Museum ground floor the evening of the event, except plants, dance floors and pianos, which may remain on the Museum ground floor overnight, but must be removed by 9:00 a.m. the following day (by prior special arrangements only). The Museum is not responsible for any items left here whether or not prior arrangements have been made.

### 14. DELIVERIES:

Deliveries must be received at the designated loading area. The Museum will accept deliveries, after prior arrangement, but is not responsible for checking or counting items or ensuring their safety. The Museum staff will not assist in loading, unloading, or carrying any items. The User must provide their dollies and carts.

### 15. PHOTOGRAPHY/VIDEO TAPE:

Photographs may be taken inside the Museum. Tripods are not allowed unless prior approval is obtained. Open flashbulbs are not allowed, but flashcubes and electronic units are acceptable. Commercial photography of the Museum grounds or collections is not permitted without the express written permission from the Museum, nor is the commercial use or publication of any visitor's photograph. Photography and/or videotape shot for promotion purposes in conjunction with User's event must be approved by and supervised by the Museum's Administrator and/or his/her representative. Reproduction for publication must be made from photographic materials supplied or authorized by the Museum. Refer to "Reservation of Rights", Page 4 of the Rental Agreement.

Animals are not allowed in the Museum, except for service dogs.

**All exits shall be kept clear and usable at all times.**

THE MUSEUM RESERVES THE RIGHT TO CANCEL ANY EVENT FOR FAILING TO COMPLY WITH THESE GUIDELINES.

Guidelines Master Rev. 8.06