



Rental Delivery Guidelines

IF EVENT DAY IS:	Rental Drop-Off Window*	Rental Pick-Up Window*
MONDAY	Monday, 3:00pm-5:00pm	Tuesday, 9am-11am
TUESDAY	Tuesday, 3:00pm-5:00pm	Wednesday, 9am-11am
WEDNESDAY	Wednesday, 3:00pm-5:00pm	Thursday, 9am-11am
THURSDAY	Thursday, 3:00pm-5:00pm	Friday, 9am-11am
FRIDAY	Friday, 3:00pm-5:00pm	Saturday, <u>10am-11am</u> (shorter window needed for Saturday morning pick-ups)
SATURDAY	Saturday, 3:00pm-5:00pm	For Saturday night events an <u>exact time</u> pick-up is required so the rental items are removed at the end of the event (a \$250 fee with Liberty). If we do not have an event booked for Sunday, there is an option to save \$200 of this fee by moving all large items to the loading dock of the museum garage for a Monday, 9am-11am pickup (if available Sunday, small items like dishes, linens etc. can be stored in the meeting room). Moving items to the garage is the responsibility of the renter and items stored in the garage are stored at the risk of the renter.
SUNDAY	Sunday, 3:00pm-5:00pm	Monday, 9am-11am

*Because we have to work around the operation and staffing of the museum, we require events to secure 2-hour guaranteed drop-off and pick-up windows (this can be shortened to a 1 hour window if you need items in place earlier). With Liberty Party Rental, this will cost an additional \$50 at drop off and \$50 again at pickup. An exact delivery time, if needed, is \$100 within business hours. The exception to this is Saturday night events. Liberty doesn't delivery on Sundays and has the same fee of \$250 for an after-hours exact time pick-up or a Sunday pick-up so we prefer the rental items to be removed following the event on Saturday night so the museum is ready to open Sunday morning.

A few other notes:

- There is some flexibility in the drop-off windows for larger events with more extensive set-up that need their items in place earlier, but it must still be a minimum 2-hour guaranteed window. This can be determined as needed.
- Daytime events on Tuesday or Wednesday will have different drop-off/pick-up windows depending on the timing of the event and will be determined as needed.
- Please send a copy of the final rental order at least 10 days in advance to Meghan Palik at palik@lanemotormuseum.org.
- If we have other events directly surrounding an event day, these times may have to change to accommodate a separate load-out and load-in. We will inform you if this is an issue.

We recommend rentals be secured through Liberty Party Rental since they are most familiar with our facility. You may contact Emily Maksimowicz, Account Manager at 615.822.4392 (If you already have an account rep with Liberty, please contact the person you work with.) *Liberty pricing information is correct as of 10/25/2017.*