



## Lane Motor Museum's Meeting Room Rental Policies, Terms, and Conditions

### Booking a Date

- Reservations are accepted on a first-come, first served basis, up to one year in advance of the rental date.
- To secure your reservation, a completed application and \$100 security deposit are required.
- Incomplete, inaccurate or false information listed on the rental application and/or contract may result in cancellation of the rental, and loss of security deposit and any fees paid
- Lane Motor Museum reserves the right to cancel any event if the renter knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

### Walk-through

- At least 5 working days prior to the event day, a walk-through involving the client and vendors is suggested.
- No walk-through shall be done without a representative of the Museum present.

### Use Fee:

- 10% discount given to 501 c3 organizations.
- Rentals during business hours
  - Price is calculated by a combination of the room rate and admission price per person.
  - Must be paid in one transaction.
  - All guests must check in at the front admissions counter before entering to be counted. Any group attempting to bring guests in through the door by the meeting room may be asked to leave.

### Weekday Rate: Monday- Friday 9am-5pm

- Room rate: \$100/hour with a 3-hour minimum or \$750 for a full day (8am-4pm 8 hours)
- Per head guest rate with a group discount, adults (18+)-\$10/head, youth (6-17)/\$3; free for Museum Members & children ages 5 & under. Members must present their card at the front desk

### Weekend Rate: Available Saturday & Sunday- 10am-4:30pm

- Room rate: available 10:00am-1:00pm (3 hours) \$300, 1:30pm-4:30pm (3 hours) \$300, or Full day 10:00am-4:00pm (6 hours) \$600
- Per head guest rate with a group discount (group rate) - adults (18+) \$10/person, youth (aged 6-17) \$3/person; free for Museum Members & kids ages 5 & under. Members must present their card at the front desk.

### Evening Rate: Available Monday - Thursday 5-9pm

- Starting at \$2,500 flat rate

### Deposit & Cancellation Policy

- The \$100 security deposit is required at the time of the agreement. If there is no damage to the facility, vehicles or any property used for the event, the security deposit will be refunded in full within 14 days after the event **to the person or organization who paid the deposit in the form of a check only. We cannot refund deposit back to a credit card.**
- In the event of a cancellation, 30 days' notice is required.

### Capacity:

- The Meeting Room has a maximum capacity of 60 people.

### Meeting Room Rental Includes

- Use of Meeting Room for the duration of the event.
- Use of tables and chairs (11 six foot rectangular banquet tables and 60 metal folding chairs are available).
- Use of podium with built in PA.
- An on-site Lane Motor Museum representative will be present for the duration of the event.
- Museum access for all guests.



## Lane Motor Museum's Meeting Room Rental Policies, Terms, and Conditions

### Parking

- Parking is free.
- The museum has 96 lined parking spots split between the front, side, and back parking lots. The garage is not included in rentals but may be used for additional parking on a case by case basis.

### Smoking

- Smoking is prohibited in Lane Motor Museum.

### Outside Vendors

- Lane Motor Museum is a venue only, all outside vendors must be contracted by the rental client.
- We do not have preferred vendors (unless you plan to sell alcohol in which case you must use Hamilton Bartending Services) Otherwise, rental clients are free to contract the caterer, rental item company, valet, and entertainment of their choosing.
- You must supply all outside vendor contact information and scheduled setup/ break down arrival/departure times to Lane Motor Museum Marketing Director 1 week before your event.
- All items delivered to the museum must be scheduled with the Marketing Director and adhere to Lane Motor Museum's Rental Delivery guidelines.

### Museum Floor

- All seating, food, and beverage must remain in the museum Meeting Room and cannot be set up or brought out to the museum floor.

### Music

- Because the museum does not hold licensing agreements with BMI, ASCAP & SESAC, music is not allowed at events unless it consists of all original music performed live by the creator.

### Alcohol

- Under no circumstances are persons under the age of 21 to be served alcoholic beverages.
- No alcohol is permitted to be served/sold at events where Guest of Honor is less than 21 years old.
- Only ABC Licensed Bartenders and Servers may serve alcohol.
- The client must use Hamilton bartending service in event alcohol is being sold.
- If alcohol is served, for the protection of the museum we will also have to require a Certificate of Insurance in the amount of 1,000,000 for your organization with Lane Motor Museum named as the venue/additional insured.

### Guests

- Renter is responsible for all guests' behavior. Violence, excessive drinking, loud behavior, and unsupervised children are not permitted and will not be tolerated.
- Guests must adhere to all policies and procedures as outlined in the rental contract.
- Renter assumes full responsibility for communication between them and attendees for events held. Lane Motor Museum should not be listed as a contact for your event.

### Set-up

- All set-up is the responsibility of the rental client and/or the client's vendors.
- Event layout/ floorplan is the responsibility of the client and must be approved by the museum.
- The person in charge of the event is required to check in before the event and check out with staff before leaving and must be available to Lane Motor Museum Representative for the duration of the event.
- Decorations, signs, banners, etc. may not be taped, nailed, stapled or otherwise fastened to the Museum property. No holes may be drilled into the facility.
- Rice, birdseed, confetti, hay, straw, sand, glitter, bubbles, and candles with an open flame are not permitted.



## Lane Motor Museum's Meeting Room Rental Policies, Terms, and Conditions

### Break-down

- Break-down of the event is the responsibility of the client and/or client's vendors.
- Breakdown of decor, catering, and rentals must be concluded by the end of the event.
- If food is served groups must wipe down the tables and put all trash in bags before leaving.
- The renter will assure that all dirty dishes, linens, and flatware, along with food garbage, are removed at the conclusion of the event.
- The client will be responsible for removing all garbage.
- Any trash left outside the designated trash area will result in an additional clean-up charge. Clean-up charges will be billed to the client at a rate of \$50 per man hour.
- The client is required to complete a walk through with a Lane Motor Museum representative prior to departure to go through a post-rental checklist.

### Janitorial

- Janitorial services provided in your fee will include normal cleaning such as sweeping and mopping.
- Additional clean-up charges will be billed to the client at a rate of \$50 per man hour.

**Museum Exhibits:** The function of the Museum is to present carefully organized exhibits of irreplaceable vehicles. Your guests should enjoy the exhibits while being respectful of their historical significance.

- Client and guests MAY NOT alter exhibits or exhibit area in any way including moving vehicles and other exhibited objects, display stands and/or any other object or prop that is part of or related to an exhibit.
- Client and guests MAY NOT touch vehicles, open hoods or trunks, or enter a vehicle. Client and guests MAY NOT place items on or in close proximity to any vehicle.

### Fundraisers/ Charity Events

- The client must provide a REGISTERED Organization's name/ contact person from the organization for which funds are raised, due with contract
  - For questions contact State of TN Charitable Contributions 615 741 2551.
  - <https://tnsos.org/charitable/CharitableOrgReports.php> for a list of searchable registered organizations.
- To protect the public, the amount to be donated must be provided to the museum and published in clear/simple language by the client.
  - Fundraisers **MUST** use **net or gross** when referring to proceeds to be donated.
    - *Gross* is defined as the total monetary amount collected before any deductions.
    - *Net* is defined as the total monetary amount remaining after adjustments have been made for debts, deductions or expenses.
- Ticket sale numbers must be made public.

### Inclement Weather

- Lane Motor Museum reserves the right to close the property in case of severe weather conditions or interruption of utilities in which case the event may be rescheduled based upon availability of the facility.

Lane Motor Museum is not responsible for the protection of items brought onto the grounds for an event.



## Lane Motor Museum's Meeting Room Rental Policies, Terms, and Conditions

It is understood and agreed that the individual or organization renting Lane Motor Museum will hold Lane Motor Museum, its officers, directors, agents, employees, and contractors harmless in the event of loss, damage or bodily injury to the renting party or their guests during the rental period.

It is also understood that the individual or organization renting Lane Motor Museum shall be liable for any damages to Lane Motor Museum, its furnishings, equipment, automobiles, building, or grounds during the period of the rental. Any damages over the security/damage deposit are the sole responsibility of the renting party and will be in addition to all other fees.

**If the above guidelines are not met during or prior to your event, any Museum representative shall have the authority to stop the event or require mandatory changes to be made.**

*Thank you for your understanding of these guidelines. They are designed to preserve our collection for the future.*