



Lane Motor Museum's Full Museum 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 a \$ 500 security deposit are required.
- Application can be found online: <https://lanemuseum.wufoo.com/forms/kl1djedxz167fk11/>
- 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 one week 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

- Full museum rentals start at \$5,000 for 6 hours (not including set up/ break down).
- Must be paid in full 2 weeks prior to the event.
- A 10% discount is given to for 501(c)3 non-profit organizations. Documentation is required.

Guests: A full museum rental allows access to the main exhibit area with a maximum capacity of:

- 350 for seated events.
- 1000 for standing-only events.
- Guests must adhere to all policies and procedures as outlined in the rental contract.
- The contact person listed on the contract is responsible for all guests' behavior. Violence, excessive drinking, loud behavior, and unsupervised children are not permitted and will not be tolerated.
- 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.

Vehicle Moving Fee

- The museum will move up to 3 vehicles free of charge to help space plan for your event.
- The rental client will be charged \$50 per vehicle for each additional vehicle to be moved.

Deposit & Cancellation Policy

- A \$500 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.
- A rate of \$200 per hour for any portion of an hour past pre-determined time will be deducted from the security deposit.

Rental Availability

- Thursday- Monday from 4:00-10:00 pm.
- Most Tuesdays & Wednesdays 10am-10:00 pm.
- More time can be added at the rate of \$150 an hour and must be arranged in advance.

Lane Motor Museum Equipment: A full museum rental includes:

- Use of facility from load-in time until event conclusion.
- Use of Meeting Room/ Kitchenette for 2 hours prior to the start of the event through the duration of the event.
- Use of podium with built in PA.
- An on-site Lane Motor Museum representative will be present for the duration of the event.



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Janitorial Services

- 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.

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 Programs Assistant 1 week before your event.
- All items delivered to the museum must be scheduled with the Museum Programs Assistant and adhere to Lane Motor Museum's Rental Delivery guidelines.

Alcohol

- Under no circumstances are persons under the age of 21 to be served alcoholic beverages.
- Only ABC Licensed Bartenders and Servers may serve alcohol.
- The client must use Hamilton bartending service in event alcohol is being sold.

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.
- In most cases, museum floor set-up, Thursdays through Mondays, may begin no earlier than 5 pm (preparation may begin up to two hours earlier in the museum meeting room).
- At least 2 feet of space is required between set-up items and the vehicles.
- 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, candles, and all decoration that could potentially harm collection items are not permitted.

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. In some cases, items such as rental tables and chairs can be picked up from the museum the following morning after 10 am. Arrangements must be made with the museum in advance.
- 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.

Parking

- Parking is free. The museum has 81 lined parking spots split between the front, side, and back parking lots.
- A parking plan must be submitted for events with more guests than parking spots.



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Certificate of Insurance

- All clients serving food and/or alcohol are required to present a Certificate of Insurance with a minimum of \$1,000,000.00 coverage with the Lane Motor Museum named as an additional insured at least two weeks before the event. (This is usually provided by the catering service).

Rental Plan: A rental plan is required to outline your event. The plan must be completed 1 week before your event:

- Include a detailed floor plan for your event.
- List all Lane Motor Museum Equipment you will use.
- List all outside vendors with contact information.
- List the arrival time and delivery/pickup times for all outside vendors.
- Include an itemized copy of all rental orders.
- Include a parking plan if your event has more guests than parking spots.

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.

Museum Children's Area: This area is NOT included in museum rentals.

- In certain circumstances, guests may use the Children's Area if approved beforehand. If approved:
 - The area is only to be used as a play area; no toys will be removed.
 - A clause will be added to the client's contract to return the area as found/ pick up all toys.
 - NO FOOD/ DRINK is permitted in the Children's Area.

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 615.7412551
 - <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 **gross or net** 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.

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

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.



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

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.