

Rental Regulations, Guideline & Restrictions

1. **Membership Discounts** (applies to rental fee only):
 - a. Corporate Membership- **one complimentary event per year**
 - b. Sod Buster Level receives a **20% discount**
 - c. Crew Boss Level received a **15% discount**
 - d. Top Hand Level received a **10% discount**

2. **Non-profit Discount** (applies to rental fee only): To encourage collaboration between non-profits, FCFD offers a 10% discount to qualifying non-profit organizations. Documentation is required before discount is applied.

3. **Deposit:** A rental date is confirmed once the deposit has been made and a signed rental contract is on file. The deposit and rental fee are two separate amounts. The deposit does not apply to the rental fee.

4. **Refunds:** The deposit will be refunded if the venue is left clean, the event ends when scheduled, and no damage is caused to the property. Refunds are issued via check 30 business days after the event.

5. **Payments:** If the event is more than 30 days out, a deposit is required with the return of the signed contract. Full payment for your event is due by the day of the event.

6. **Cancellations:**

Full refund: Cancellation of event must be done 30 calendar days prior to the event in order to receive a full refund.

50% refund: Cancellation for a 50% refund must be made 29 to 16 days before the event.

A cancellation within 15 days will result in a full forfeiture of the deposit.

7. **Alcohol & Security**

If alcohol is served, two security officers are required, for a minimum of three hours at \$110 per hour. FCFD reserves the right to require security for any event regardless of whether or not alcohol is served.

8. **Decorations and Clean-Up:** The renter agrees not to nail, tape, or screw anything to the floors or walls of the venue. The renter will be responsible for any and all damage to the facility and to the museum's personal property. **ALL** trash must be taken out by caterer or renter. **ALL** linens must be stripped from tables by caterer or renter. **ALL** trash/food must be picked up or swept off of the floor by caterer or renter.

9. **Parking:** There is parking and overflow parking for events. At no time are vehicles permitted to park on the grassy areas of the grounds. Any vehicle left on the museum grounds after an event is over and museum staff has locked up will remain on the property until the next business day.

Museum staff is not on call to open the property after hours to retrieve a vehicle.

Additional Restrictions:

- All tables must be covered. We offer linen rental in a variety of colors or you may bring your own.
- Use of the venue shall terminate no later than the time specified at booking. Any time for renter to set up, tear down, and remove equipment must be budgeted as part of the contracted rental time.

Any event that ends past midnight will be charged \$100 per every half hour.

- Events that need additional set up time may begin as early as 10 a.m. on the date of the event should there not be a conflicting event prior to another event later in the day.
- Food and drink are not permitted in the Alton Brazell Exhibit Hall.
- No confetti, glitter, or rice may be used on site.
- No firearms are permitted on site.
- Candles must be enclosed in globes.
- No combustible materials, water fountain displays, smoke or fog machines are permitted in the facility.
- If alcohol is served at the event, guests may not take it out the front doors of the museum.
- At the conclusion of the event, the event host/coordinator will not leave until the FCFD staff member has performed a final walk through. Should the staff member see something that requires additional attention and the guest refuses to amend the situation, the rental deposit will not be returned.

A cleaning fee of \$200 will be charged to any renter violating listed restrictions and or to any renter whose activities, decorations, or excessive food or spills on the floor result in extra cleanup.