



# Tallahassee Museum

TREE TO TREE ADVENTURES

T: (850) 575-8684  
F: (850) 574-8243  
W: TallahasseeMuseum.org  
3945 Museum Drive  
Tallahassee, FL 32310

## Facility Rental Contract

The Policies and Guidelines listed below must be observed to ensure both the integrity and the proper maintenance of the Tallahassee Museum. Your cooperation is greatly appreciated.

- In case of cancellation, written notification must be received (7) days prior to the event to receive a full refund of deposit, less 10% the total amount for processing fees. If a cancellation occurs after this deadline, the deposit will be forfeited to the Tallahassee Museum.
- Fifty (50%) percent of the total rental bill is due upon signing the facility contract. The remaining balance is due 7 business days prior to the event. Any accommodations to this must be made with the Rentals Manager. An assessment will be made at the conclusion of the event to determine any damages. If it is determined that damage or resulting expenses are beyond normal, the facility rental client will be charged accordingly.
- The rental group will be responsible for all persons in the group or organization and liability for all persons in attendance.
- The Tallahassee Museum offers catering services. Any off site caterers must prepare food off site and have all food and beverages ready to serve. The facility rental client is responsible for food and liquor licenses. No food and beverage is allowed inside any historic building or the Discovery Center. Guarantees are due 72 hours prior to any Tallahassee Museum catered event.
- Open flames and candles are prohibited except for canned warming units, which must be used through licensed caterers (see Catering Contract).
- Decorations and methods of installation must be discussed with the Rentals Manager prior to the scheduled event. No confetti, glitter, Mylar, or latex balloons are allowed.
- Guests may bring their own alcohol if they provide proof of event liability insurance.
- The Tallahassee Museum reserves the right to refuse any event.

### Contact Information

Contact Name: \_\_\_\_\_ Pref. Method of Contact:  Email  Phone  Mail  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone AM: \_\_\_\_\_ PM: \_\_\_\_\_ Email: \_\_\_\_\_  
 Approved Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Facility Rental Information

Requested Venue: \_\_\_\_\_  
 Event Date: \_\_\_/\_\_\_/\_\_\_ Start Time: \_\_\_:\_\_\_ End Time: \_\_\_:\_\_\_

**I, the undersigned, have read and agree to the facility rental guidelines as set forth in this contract and understand that this contract is not fully executed until signed by the Facility Rental Manager.**

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Facility Rental Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Total Rental Fee: \$ \_\_\_\_\_ Deposit Amount: \$ \_\_\_\_\_ Outstanding Balance: \$ \_\_\_\_\_

Submit completed contract to Rentals Manager at the Tallahassee Museum by email [events@tallahasseemuseum.org](mailto:events@tallahasseemuseum.org) or mail 3945 Museum Drive Tallahassee, FL 32310.